

Rock Hill School District Three

**REQUEST FOR PROPOSALS
AND SUBSEQUENT CONTRACT
FOR
CHILD NUTRITION PROGRAM
“FOOD SERVICE
MANAGEMENT COMPANY” SERVICES**

FIRM PRICE PER MEAL

Updated February 2017 (SCDE-ARS #17073)

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- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) E-mail: program.intake@usda.gov

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OBJECTIVE TIMELINE FOR RFP/CONTRACT PROCESS

March 10	School Food Authority (SFA) elects to consider proposals from Food Service Management Company (FSMC) to operate SFA's child nutrition program. SFA requests technical assistance from South Carolina Department of Education (SCDE). SCDE and SFA review template RFP/Contract and negotiates modifications, as needed.
March 14	SCDE approves SFA's completed/modified RFP/Contract template.
March 14	SFA advertises in major state publications for the first time.
March 28	Pre-proposal conference at 10:00am at Purchasing Conference Room 2171 West Main Street, Rock Hill, SC 29732. Representatives from each Food Service Management Company (FSMC) submitting proposals are requested to attend. (All amendments to this solicitation shall be in writing.
March 28	FSMC representatives survey schools. SFA provides tours of facilities to all potential contractors at the same time, if possible.
April 6	All addenda/amendments received by FSMC to prepare proposals.
April 20	Proposal openings with one or more witnesses. at 2:00pm at Purchasing Conference Room 2171 West Main Street, Rock Hill, SC 29732. FSMC representatives are not required to attend.
April 21-May 8	SFA analysis of proposals based on RFP criteria, to include formal presentations, as applicable. Evaluation Committee makes written, objective evaluation and recommendation to the SFA's chief procurement officer. Proposal/contract reviewed by SFA's attorney. Written approval based upon local requirements(school board approval).
May 9	SFA Submits final contract/RFP data/materials, debarment/suspension certification proposal analyses; and all evaluation records submitted to SCDE for review and approval. (The RFP and FSMC Proposal becomes the contract.)
May 19	Notice to FSMC of approval of contract by SCDE.
May 29	Official award and contract signing. (A copy of the entire approved document (RFP), contract authorization with official signatures, and copy of school board approval minutes must be provided to the SCDE immediately after contract signing.
June-July	Training of school district food service personnel provided by FSMC.
August 17	First meal service.

* *Federal regulation citations concerning food service management company contracts can be found in 7 CFR Part 210 National School Lunch Program. State regulations regarding food service management companies can be found in the South Carolina Code of Regulations, Section R.43-169. Dates are subject to change.*

Index of Applicable Regulatory Citations and Policy Guidance

2 CFR Part 200---Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards

7 CFR Part 210—National School Lunch Program

210.8(a)	SFA monitoring responsibilities
210.9(b)	Annual Program Agreement:
210.9(b) (7)	Determination of free and reduced eligibility by SFAs
210.9(b) (17) & (19)	Record retention requirements
210.11	Competitive food services and “Smart Snacks” guidelines
210.13	Facilities management
210.16(a)	SFA contract parameters and conditions:
210.16(a)(1)	Adhere to procurement standards
210.16(a)(2)	Operation is in conformance with contract
210.16(a)(3)	Periodic on-site visits
210.16(a)(4)	SFA control of meals/food service quality and prices
210.16(a)(5)	Signature authority (SFA retains control)
210.16(a)(6)	Appropriate use of USDA foods
210.16(a)(7)	Health certification
210.16(a)(8)	Advisory board
210.16(a)(9)	SFA must adopt all SCDE changes to solicitation prior to issuance
210.16(a)(10)	SCDE has reviewed and approved contract terms and conditions, as well as all changes to the contract prior to execution
210.16(b)	Invitation to bid
210.16(b)(1)	Twenty-one day cycle menu
210.16(b)(2)	Nonperformance
210.16(c)	Contract provisions allowing "cost-plus-a-percentage-of-cost" and "cost-plus-a-percentage-of-income" prohibited.
210.16(c)(1)	FSMC shall maintain records to support SFA's claim for reimbursement
210.16(c)(2)	FSMC health certification for any facility used outside of schools

210.16(c)(3) Nonpayment conditions (spoiled or unwholesome foods, etc.)

210.16(d) Duration of contract

210.21 Procurement

7 CFR Part 215—School Milk Program

7 CFR Part 220—School Breakfast Program

7 CFR Part 225 – Summer Food Service Program

7 CFR Part 245—Determining Free and Reduced Eligibility

245.5 Public announcement

245.6 Free and Reduced Eligibility Applications

245.6a Verification

245.7 Hearings

245.10 Free and Reduced Policy Statement

7 CFR Part 250—USDA Foods

250.12(b)(4) Restitution for USDA Foods in connection with claims

250.12(c) FSMC responsibility for use of USDA Foods

250.13(e) Improper distribution, loss of or damage to USDA Foods

250.23 Buy American Provisions

250.50(a) Use of Donated Foods

250.51(a,b&c) Crediting and Value of Donated Foods

250.52(a&b) Storage and Inventory of Donated Foods

250.53(c) Substitution of Ground Beef and Pork

Section 59-5-60 – South Carolina State Board of Education

59-10-310, et seq. SC Student Health and Fitness Act of 2005

R.43-168 Nutrition Standards for Elementary School (K-5) School Food Service Meals and Competitive Foods

R.43-169 Food Service Management Company Contracts

Contracting with Food Service Management Companies (2016 USDA Guidance Documents)

SECTION ONE – General Information

A. Intent

This Request for Proposal (RFP) is for the purpose of obtaining proposals and ultimately entering into a contract to provide Food Service Management Company (FSMC) services for the Rock Hill School District Three nonprofit school food service program, hereinafter referred to as the School Food Authority (SFA). Schools listed in Appendix A are equipped as on site preparation facilities. The food service employees listed in Appendix C are employees of the SFA and shall be given the opportunity to remain SFA employees. However, all new employees hired after the signing of the contract will be employees of the Food Service Management Company.

The offeror or Food Service Management Company will be referred to as the FSMC, and the Contract will be between the FSMC and the SFA. The FSMC shall offer assurances that all operations addressed in the RFP will be conducted in a manner that is consistent with the goal of the SFA's child nutrition program, which is to **provide nutritionally balanced meals of high quality to students at an economical price in an attractive, appealing, and friendly environment.**

B. Procurement Method

A competitive proposals process will be used to procure FSMC services. **All procurement transactions shall be conducted in a manner that provides maximum, open, and free competition consistent with federal regulations as defined in 2 CFR 200 and 400.**

The SFA acknowledges its responsibility to ensure that all terms and conditions of the RFP conform to its local procurement code, as well as the South Carolina Consolidated Procurement Code (South Carolina Code of Laws, Title 11, Section 35, South Carolina Code of Regulations R.19-445, and the Procurement Compendium (currently Version 2.0.1 (June 2015)), as applicable. Any changes to the RFP template shall be documented as a separate addendum or amendment. These changes shall be reviewed by the South Carolina Department of Education (SCDE) prior to the issuance of any RFP.

C. Pre-Proposal Conference

A non-mandatory pre-proposal conference for all interested offerors will be held on March 28, 2017 at 9:00am (time) at the RHDS_District office, Board Conference Room 660 North Anderson Road, Rock Hill, SC 29730 (location). The purpose for the meeting will be to review the specifications, to clarify any questions, and for a walk-through of the facilities with school officials. During the pre-proposal meeting, information and materials pertaining to the child nutrition program's operation will be distributed to each

FSMC represented.

FSMCs will have the opportunity to ask questions and clarify any information contained in the RFP. Any questions not addressed at the pre-proposal meeting must be submitted in writing to the SFA.

Written responses will be distributed by confirmed e-mail and by first-class mail to all FSMCs that attend the pre-proposal meeting and will be referred to as Appendix O.

D. Proposal Submission and Award

1. Sealed proposals are to be submitted to: **Name, address of Procurement Officer who will receive and open proposals**

The public opening of the sealed proposals will be at **2:00pm on April 20, 2017 (date) at 2171 West Main Street, Rock Hill, SC 29732**. Proposals will not be accepted after this time. **12 Twelve** copies of the proposal are to be delivered in a sealed container marked **Food Service Management Company Proposal**. Faxed and/or e-mailed copies are unacceptable. Each proposal must include all required responses and documents at the time of public proposal opening.

2. The SFA reserves the right to reject any or all proposals and to cancel this solicitation if deemed to be in the best interest of the SFA. The SFA reserves the right to reissue the RFP.
3. To be considered, each offeror must submit a complete response to this solicitation using the required format and forms provided. All proposals should be carefully worded and must convey all of the information requested in order to be considered responsive. Any time prior to the proposal opening, the FSMC may withdraw a submitted proposal by submitting a request in writing. **Twelve12** copies of the proposal should be submitted on or before the date and time specified.
4. The award shall be made to the highest-ranked, qualified, and responsible offeror whose proposal is responsive to this solicitation. A responsible offeror is an FSMC whose financial, technical, and other resources indicate an ability to perform the services required by this solicitation and whose responses best meet the criteria contained throughout the RFP. An Evaluation Committee, appointed by the SFA, will review and evaluate all written proposals based on pre-established criteria. Qualified offerors may be invited to give a formal presentation to the Evaluation Committee. In that event, all qualified offerors must be afforded the opportunity to give formal presentations. The Evaluation Committee makes written, objective evaluation and recommendation to the SFA's chief procurement officer.

5. Offerors or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals and to seek clarification on any items contained in the RFP; failure to do so will be at the offeror's own risk, and he or she cannot secure relief on the plea of error. The offeror has responsibility for all cost incurred prior to the signing of a contract by all parties. **Paying the FSMC from Child Nutrition funds is prohibited until the contract is signed and approved by SCDE.**
6. Questions may be submitted to the SFA or its designee.

E. Amendments

If necessary, an amendment(s) will be issued prior to the proposal submittal date and in time for the purposes of modifying or interpreting the proposal instruction and/or specifications through additions, deletions, clarifications, or corrections. Any amendment issued by the SFA shall become a formal part of this RFP.

An amendment will be forwarded to all potential offerors who are known by the SFA to have received a completed copy of the RFP. No amendment will be issued later than five (5) calendar days prior to the proposal submittal date except to (a) withdraw the RFP, or (b) postpone the proposal submittal date and time. The SFA shall not be legally bound by any amendment or interpretation that is not in writing.

Offerors shall acknowledge receipt of any amendment to this solicitation by signing and returning the amendment(s) with their proposal. If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

F. Late Proposals

Any proposal received after the date and time specified will not be considered.

G. Final Discussions and Negotiations

The SFA reserves the right to conduct final discussions and negotiations with the FSMC recommended by the Evaluation Committee prior to awarding the contract. The purpose of these discussions shall be to clarify and assure full understanding of any issue contained in the proposal. The SFA shall conduct an evaluation of all Offers for accuracy, completeness, and conformity to the specifications contained in the Solicitation. The SFA shall certify the results of the bid evaluation process prior to the issuance of any award. By submission of an Offer, the Offeror agrees that during the period following issuance of an Offer and prior to notification of intent and/or award of contract, Offeror shall not discuss this procurement with any party except the SFA or other parties designated in this Solicitation.

The SFA reserves the right, at any time after the bid opening and prior to an award, to request from any Offeror clarification of processes or procedures, address technical questions, or to seek other information regarding the Offer. Discussions are possible only if the Offer is apparently responsive. This process may also be used to assure mutual understanding and/or aid in determinations of responsiveness or responsibility of the Offeror. Any discussions shall be documented in writing and shall be included with the Offer. In conducting these discussions, there shall be no disclosure of any information derived from proposals by competing FSMCs.

H. Final Contract

The submitted RFP, including all attachments and all documents submitted by the offeror, will become the official contract when approved, awarded, and signed.

I. Procurement Code of Conduct

The SFA acknowledges their responsibility under USDA guidelines to establish and enforce a local written policy to address the conduct of SFA employees with regard to SFA procurement transactions. This code of conduct must prohibit employees from soliciting gifts, travel packages, and other incentives from prospective offerors and/or contractors. In addition, the code of conduct must prohibit an employee from participating in the selection, award, and administration of any contract to which an entity or certain persons connected to them have financial interest. The code of conduct must also provide for the SFA to set standards when financial interest is not substantial or the gift is an unsolicited item of nominal value and may be acceptable. Finally, the code of conduct must provide for disciplinary actions to be applied in the event the standards are violated.

Pursuant to the South Carolina Code of Laws, Section 8-13-700 et seq., a public official, public member, or public employee may not have an economic interest in a contract with the state or its political subdivisions if the public official, public member, or public employee is authorized to perform an official function (including writing or preparing the contract, accepting bids, and awarding of the contracts) relating to a contract.

Any employee or official of the SFA, elective or appointive, who shall take, receive or offer to take or receive either directly or indirectly, any rebate, percentage of contract, money, or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, to, or from any person, partnership, firm or corporation, offering, bidding for, or in open market seeking to make sales to the SFA shall be deemed guilty of a felony and upon conviction such person or persons shall be subject to punishment or a fine in accord with state and/or federal laws.

J. Approval of Publicity Releases

The FSMC shall not have the right to include the SFA's name in its published list of customers, without prior approval of the SFA. Such restriction shall not prohibit either party from disclosing the existence of the relationship. The FSMC agrees not to publish or cite in any form any comments or quotes from SFA staff. FSMC further agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the SFA.

SECTION TWO – Definitions

Accounting Periods—each month throughout the fiscal year from July 1 to June 30.

Amendments—written documents issued by the SFA prior to the opening of proposals which modifies the RFP documents by addition, deletions, clarifications, or corrections.

Appendices—documents to be provided by the SFA to the FSMC as part of the RFP.

Attachments—documents to be provided by the FSMC in response to the RFP/contract.

ADM/ADP—Average Daily Membership/Participation

Bid—an offer to perform, in accordance with the specifications and conditions, for a stipulated price.

Board—the Board of Education of the School Food Authority (SFA). Unless otherwise authorized by the SFA, the SFA's Board of Education shall provide final approval of the Evaluation Committee's RFP recommendation to the chief procurement officer.

Code of Federal Regulations (CFR)—the code of federal regulations. Means the codification of the general and permanent rules published in the *Federal Register* by the executive departments and agencies of the federal government.

2 CFR 200 and 400 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards regarding the administration of grants.

CN (Child Nutrition) Label—indicates that the product conforms to the nutritional requirements of the USDA Food and Nutrition Service (FNS). The label shows the contribution made by a given amount of product toward meal pattern requirements.

Child Nutrition Program (CNP)—is the preparation and service of food to the SFA's students, staff, employees, and authorized visitors. The CNP may include, but is not limited to the National School Lunch Program, School Breakfast Program, After School Snack program, Fresh Fruit and Vegetable Program, Summer Food Service Program, and

the Seamless Summer Option, as well as catering services and à la carte food service.

Competition—the process by which two or more companies attempt to secure business by offering the most favorable terms on price, quality, and service.

Competitive Foods—any foods and beverages sold during the school day on the school campus that compete with the school breakfast and lunch programs. Violation of federal or state competitive food guidelines may result in reclaims of federal funds to support the SFA's school breakfast or lunch programs.

Competitive Sealed Bid—a method of procurement whereby sealed bids are publicly solicited and a firm, fixed-price contract is awarded to the responsible bidder whose bid, conforms to all the material terms and conditions of the lowest price.

Contract—a formal, legally enforceable agreement duly executed by the authorized representative of the SFA and the FSMC. The SFA's RFP and the contractor proposal to the RFP will become the final contract.

Contract Award—the awarding of a contract to a successful offeror signifying the acceptance of the proposal.

Contract Documents—any letters, forms, attachments, or other documents that the offeror submits with the proposal and any documents provided by the SFA in the context of this RFP, unless the terms in any such documents conflict with any term in the RFP.

Current Year—the period beginning July 1 and ending June 30.

Decimals—meal charges are to be carried out four (4) decimal places, if applicable.

Direct Cost—a cost that is incurred specifically for one activity and can be identified specifically with that cost.

Duration—the contract duration must be limited to one year, with the effective beginning and ending dates stated in the contract. The beginning date shall not be prior to the date the contract is signed. Additionally, if renewals will be permitted, the contract must also state the date by which the renewal must be executed by both the SFA and FSMC. Although four (4) additional one-year renewals are permitted, contracts cannot contain automatic renewal provisions. The renewal date must occur on or prior to the expiration date of the current contract. Any provisions, including adjustments to payments that will be used for renewing contracts, must be stated in the RFP/contract, as applicable. These alterations cannot result in material changes to the original contract. If the SFA determines that significant changes are necessary, the SFA must re-bid the contract. The following changes would normally not substantially change the contract:

Number of Schools—new schools added;

Changes in Enrollment—decreases and increases in student enrollment and the corresponding change expected in participation;

Changes in Price—meal price changes (determined by the SFA);

Cost Increases—cost increases limited to a measurable index (such as the Consumer Price Index for All Urban Consumers); and

Meal Equivalency—minor adjustments to the per meal equivalency.

Examples of substantive changes which could require the SFA to re-bid the contract include, but are not limited to: major changes to the formula for determining meal equivalency; major shift in responsibilities for SFA/FSMC staff; and/or significant changes in the basis for determining guaranteed returns.

Exhibits—documents the FSMC may choose to use to calculate their firm price.

Expendable Equipment—items utilized in the preparation of food, including such things as pots, pans, and kitchen utensils. Expendable equipment also includes any item used in the nonprofit food service program as any item with a useful life of more than one meal service and with a purchase value per unit of \$4,999.99 or less.

FNS—Food and Nutrition Service of the United States Department of Agriculture.

Food Service Facilities—are the areas, improvements, personal property, and facilities made available by the SFA to the FSMC for the provision of the food services.

Food Service Management Company (FSMC)—a commercial enterprise or a nonprofit organization that is or may be contracted with by a SFA to manage any aspect of the school food service.

FSMC's Responsibility—requires each FSMC to fully acquaint himself with conditions relating to the scope and restrictions of this RFP. The failure or omission of a FSMC to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to an offer and/or contract.

Firm, Fixed-Price Contract—under this type of contract, the FSMC is required to perform the work described in the contract. The price is not subject to any adjustment on the basis of the FSMC's cost experience in performing the contract. The firm fixed price contract includes any management fee and/or administrative allowance for the financial reporting; legal, tax, and audit services; and management oversight provided to client locations by FSMC at the regional and corporate levels.

Gross Receipts—the total of all cash receipts, reimbursements received by the SFA, and other revenue under the SFA's nonprofit food service program.

Indirect Cost—a cost of a general nature which is not readily identifiable with the activities of the grant and incurred for a common or joint purpose benefiting more than one activity or cost objective.

Indirect Cost Rate—a device for determining the proportion of indirect costs the child nutrition program should bear. It is the ratio (expressed as a percentage) of the indirect costs to a direct cost base. Rates are published annually by SCDE.

In-Kind Meals—meals provided to adults who are directly involved in meal preparation and service. Teachers, aides, maintenance workers, secretaries, principals, and/or visitors, etc., should not eat free of charge unless the SFA accounts for and reimburses the school food service account for such adult meals. Students who assist in the cafeteria should not be considered "in-kind" nor reported as adult in-kind meals.

Material Change – defined as a change that, had other offerors known of the change at the time they submitted their responses to the RFP, would have caused them to bid differently. Federal regulations under 2 CFR 200.324(b)(5) specify that when a proposed contract modification changes the scope of the contract or increases the contract amount by more than the federal Simplified Acquisition Threshold (currently set at \$150,000 per 2 CFR 200.88), the SFA must submit the proposed changes to the SCDE for review and approval. State or local acquisition thresholds may be more restrictive and the most restrictive threshold applies.

Meal Equivalents—defined as the common denominator for calculation of the per meal guarantee. The meal equivalent formula shall be determined by dividing the total of cash receipts, other than from sales of National School Lunch and Breakfast Program meals of Cash Equivalents, by the Equivalency Factor.

For the purpose of this calculation, the number of lunch meals served to children and adults through the National School Lunch Program (including the Seamless Summer Option) and the Summer Food Service Program shall be determined by actual count. The number of breakfast meals served to children and adults through the School Breakfast Program (including the Seamless Summer Option) and the Summer Food Service Program shall be three breakfasts per two lunches (conversion factor of .66) is equal to one meal equivalent. The number of afterschool snacks served to children and adults through the National School Lunch Program shall be divided by three.

À la carte meal equivalents shall be computed by dividing à la carte sales (made to students and adults only through the child nutrition program) by the current USDA free lunch reimbursement rate (to include the USDA “six cents” performance-based funding and any other future USDA performance-based funding) plus the current USDA foods value per meal. This calculation shall exclude USDA school-specific severe need funding. This calculation shall be adjusted annually to reflect changes in USDA reimbursement rates.

Non-expendable Equipment—defined as any item with a per unit purchase of \$4,999.99 or more. All non-expendable equipment will be purchased by the SFA.

Nonprofit School Food Service (SFS) Program—all food service operations conducted by the SFA are principally for the benefit of school children; all of the revenue from which is used solely for the operation or improvements of such food services.

Non-Federal Entity – means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a federal award as a recipient or sub-recipient.

Nutrition Analyses—provides detailed nutrition information on planned program menus. All menus must be planned to meet the Dietary Guidelines for Americans, as well as applicable USDA and state requirements. The FSMC proposal will include a nutrition analysis for each menu planned for all programs operated. Nutrition analyses must be available for all program meals planned and served daily during the contract period(s). (The nutrition analysis program used must be approved by USDA.)

Offeror—a vendor who responds to a solicitation; for this purpose, the offeror is the FSMC responding to the RFP.

On-site—defined as the physical location of the food preparation facilities of the SFA as

presented in RFP.

Pre-proposal Conference—helps ensure that each bidder understands the RFP.

Product Identification (ID)—the product identifications or descriptions are not specifications. Product identifications are limited to requirements that can be verified on delivery or information essential for communication between contractor and SFA. Product identifications must be supplied with RFP for all items without CN label to insure quantity and quality.

Processor – means any commercial facility which processes or repackages USDA Foods. However, commercial enterprises which handle, prepare, and/or serve products or meals containing USDA Foods on-site solely for the individual SFA under contract are exempt under this definition.

Proposal—a complete and properly signed response to the RFP. The proposal is presented as described in the response to RFP section of the school district RFP. The entire RFP will become the legal contract when approved, awarded, and signed.

Proposal Opening—the process of opening and reading the content of proposals for the first time, at the date, time, and location specified in the Request for Proposals.

Public Access to Procurement Information—no documents relating to this procurement will be presented or made otherwise available to any other person, agency, or organization until after the contract is awarded. Once awarded, non-proprietary information contained in the FSMC's response to the RFP becomes public record. Commercial or financial information obtained in response to this RFP may be considered privileged and confidential. Such privileged and confidential information includes information that, if disclosed, might cause harm to the competitive position of the offeror supplying the information. All offerors, therefore, must visibly mark as "Confidential" each part of their proposal they consider to contain proprietary information.

Qualified Offeror—an offeror who is qualified by experience, equipped to perform the work required or furnish the necessary material indicated in the specifications, and who has the necessary financial backing and ability to complete the contract.

Request for Proposal (RFP)—the document that communicates to potential FSMCs the requirements of the SFA. The RFP must be submitted in its entirety and will become the final contract. No substitute contract will be accepted.

Right of Non-Commitment or Rejection—this solicitation does not commit the SFA to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for the articles of goods or services. The SFA reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this proposal if it is in the best interest of the district or SFA to do so.

School Food Authority (SFA)—the political subdivision or non-profit legal entity that operates the non-profit child nutrition program, as specified in the Program Agreement with the South Carolina Department of Education and complies with federal and state laws, regulations, and policies contained in the National School Lunch program (NSLP), the School Breakfast Program (SBP), the After School Snack Program (ASSP), the Seamless Summer Option (SSO), the Summer Food Service Program (SFSP), and the Fresh Fruit and Vegetable Program (FFVP).

Servicewares—items utilized in the service of food, including but not limited to such things as chinaware, glassware, and silverware.

Signature Authority—the SFA shall retain signature authority on the child nutrition Program Agreement, Free and Reduced-Price Policy Statement and any and all claims made for reimbursement.

Simplified Acquisition Threshold – means the dollar amount below which a non-federal entity may purchase property or services using small purchase methods. Non-federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the Simplified Acquisition Threshold. The Simplified Acquisition Threshold is set by the Federal Acquisition Regulation at 48 CFR subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908. Currently, the Simplified Acquisition Threshold is \$150,000, but this threshold is periodically adjusted for inflation.

Specifications—are written descriptions of what the purchaser requires and, consequently what a bidder **must** offer to be considered eligible for a bid award.

Special Food Service Functions—requested by the SFA shall be provided at a firm price mutually agreeable to the FSMC and SFA. The FSMC and the SFA shall agree as to what portion of this cost is to be reimbursed to the FSMC and what portion will be paid directly by the SFA. All cost related to special food service functions shall be clearly identifiable on the monthly billing and shall not be considered when determining the number of meal equivalents for which the FSMC will be paid a management fee or the performance of the FSMC as it relates to compliance with the meal equivalent cost guarantee. No USDA foods can be used for such functions. In addition, no food, labor, and supplies appropriated for the child nutrition program can be used for these functions.

State Agency (SA)—the South Carolina Department of Education. SCDE is the state-level administrator for the National School Lunch Program (NSLP) and its related initiatives, as well as the Summer Food Service Program (SFSP).

Term—one year with four one-year renewal options. A partial school year will be considered one of the four one-year renewal options.

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards—2 CFR 200, the official federal regulations governing the procurement activities of state and local grantees of federal funds. Includes local food service operators receiving federal funds issued by the USDA.

USDA—the United States Department of Agriculture.

USDA Foods (Commodities) – means foods purchased by the United States Department of Agriculture and donated to schools for use in child nutrition programs.

USDA Rebates—refers to items produced on "Processing Contracts" from USDA donated foods. All rebates generated from the processing of the SFA's USDA foods are required to accrue to the SFA's non-profit school food service account.

Vendor—a merchandiser of complete meals, meal components, or raw materials.

SECTION THREE – Specific Requirements

- A. The contract awarded as a result of this RFP shall be effective for one year for the school year beginning July 1, 2017 and ending June 30, 2018. Upon mutual agreement of the SFA and the FSMC, the contract may be renewed annually for up to four additional one-year periods.
- B. The FSMC shall provide the following services:
1. The preparation and service of food to students, SFA employees, and guests of the SFA in accordance with the menu and meal pattern specifications described in this RFP.
 2. The collection of daily cash sales shall be in accord with the cash collection procedures of the SFA as described in the SCDE-approved Free/Reduced-Price Meal Policy.
 3. The daily collecting and counting of all meals served by category in accord with the SCDE-approved Free/Reduced-Price Meal Policy.
 4. The deposit of daily cash collections in a SFA bank account restricted for use by the SFA's nonprofit food service account.
 5. Modification of the approved counting mechanism as a result of a change in student eligibility status. The modification must be implemented a minimum of one day from the receipt of notice of change from the SFA's designated determining official. An increase in eligibility status must be made within three operating days. A decrease in eligibility must be made within ten operating days. The SFA retains responsibility for ensuring, (to include routine monitoring), that the benefits issuance document used at the school level is accurate and provides a correct daily count of reimbursable meals served to eligible students.
 6. The maintenance of the daily meal count report and documents to support the SFA's claim for reimbursement.
 7. The monthly consolidation of school meal counts shall be prepared and certified to the SFA not later than three working days after the last service day of each month.
 8. The record of purchased and USDA foods used shall be maintained in the format prescribed by the South Carolina Department of Education.

9. The SFA is responsible for assuring that the FSMC utilizes the maximum amount of USDA foods to the benefit of the nonprofit food service program. The value of USDA foods will be deducted from the FSMC's monthly amount due or passed through to the SFAs nonprofit school food service account. The FSMC must respond to USDA food orders, as necessary, to take full advantage of the USDA foods offered.
 10. Shall claim and give the SFA's nonprofit school food service account credit for any rebates, bonuses, promotions, and all other purchasing incentives received in the processing of USDA Foods.
 11. Replacement of all food lost due to refrigeration malfunction at no cost to the SFA, to the extent such loss was a result of FSMC's negligence. Daily temperature records must be maintained in all schools on all refrigerated equipment, including holidays.
 12. Provision of a monthly listing by schools of the ending inventory for purchased food, supplies, and USDA foods. Also a listing by schools of the total value received of USDA foods.
 13. Provision of a monthly listing by schools that have breakfast as a percentage of the total labor, food, supplies, and USDA foods used in the breakfast program.
 14. Maintenance of high standards of sanitation and shall be responsible for routine cleaning and housekeeping in the food preparation and service areas (including food service equipment and kitchen floors) and for the routine cleaning of cafeteria tables and chairs. The washing of dishes, trays, flatware, pots, pans, utensils, the cleaning and sanitation of food equipment, counters, serving lines, routine cleaning, light fixtures, window coverings, in the kitchen and storage areas used by the FSMC, including the cleaning of floors and walls in these areas, and the wiping of tables and chairs in the dining areas between serving periods or as needed. FSMC must comply with all state and federal regulations involving food safety and sanitations.
 15. Placement of all garbage, trash and recyclables in appropriate containers in the area designated by the SFA for later removal, as required by SFA policy.
 16. Training and implementation of the SCDE-required Food Safety Plan–Hazard Analysis & Critical Control Points (HACCP).
 17. Implementation of the SCDE-required production record form for documenting meal preparation.
- C. The FSMC will be paid on a per meal rate, which must include the management fee if a management fee is charged. The value of USDA foods received must be itemized in the regular monthly billing to the SFA to document savings resulting from USDA food usage. (No value or benefit of USDA foods shall accrue in any manner to the FSMC). All program expenses not otherwise defined in the contract will be covered by the FSMC in the firm fixed price. The same travel, lodging and expense reimbursement regulations, as applied to SFA personnel, shall apply to FSMC personnel.

The following must be included in the firm fixed price and may not be charged to any other expenses.

1. Personnel and Labor Relations and Services Visitation;
2. Legal Department Services;
3. Purchasing and Quality Control;
4. Technical Research;
5. Cost incurred in Hiring and Relocating FSMC Management personnel
6. Dietetic Services (Administrative and Nutritional);
7. Recipe Development, Modification and the Use of Test Kitchens;
8. Accounting and Accounting Procedures;
9. Tax Administration;
10. Technical Supervision;
11. Regional/Supervisory Personnel and Inspections or Audit Personnel;
12. Teaching and Training Programs;
13. General Regional Support;
14. General National Headquarters Support;
15. Design Services;
16. Menu Development;
17. Information Technology and Support;
18. Payroll Documentation and Administrative Cost;
19. Personnel Advice;
20. Any and All Travel Related to All of the Above Items;

D. Costs which the FSMC shall include in the Firm Fixed Price paid per meal charge are as follows:

1. Food and beverages.
2. A. Salaries of on-site personnel employed by the FSMC.
B. Reimburse salaries of personnel who remain school district employees by the FSMC.
3. A. Fringe benefits of on-site personnel employed by the FSMC.
B. Reimburse fringe benefits of personnel who remain school district employees.
4. Delivery and storage fees paid to state-contracted firm for USDA donated foods. Delivery and storage fees for the 2015-2016 school year were \$15,257.44.
5. Public liability insurance as specified in Section 5, N.
6. Fire and theft insurance for FSMC, FSMC employees, and agents personal property.
7. Applicable taxes and fees except as noted in this part. Special occasion and seasonal decorations for the dining and food service area (to be provided by FSMC a minimum of 6 times yearly).
8. Promotional materials for use in increasing student satisfaction and

participation (to be provided by FSMC a minimum of 4 times yearly).

9. The value of USDA donated foods to be provided by SFA for use of the FSMC.
10. Management or administrative fees charged by the FSMC.
11. Indirect cost. The total indirect cost paid to the general fund from school food service funds for the 2015-2016 school year was \$199,422.
12. Maintenance of applicable health certifications and assurance that all state and local regulations are being met by a FSMC preparing or serving meals at a school food authority facility.
13. Others, such as vehicles and personnel for satellite sites, etc.

E. **Menu System for Reimbursable School Breakfast:** The FSMC and SFA will make all reasonable efforts to encourage participation in the School Breakfast Program. Each school day, the FSMC shall make readily available to all students throughout the serving periods, designated by the SFA, the following which conforms to current regulatory requirements stated in 7 CFR Parts 210 and 220 and also required in the Richard B. Russell National School Lunch Act (NSLA) in Section 9(a)(4), 42 USC 1758(a)(4) and Section 201 of the Healthy, Hunger-Free Kids Act of 2010 amended Section 4(b) of the NSLA, 42 USC 1753(b):

1. A choice of 1 cup of flavored or unflavored fat-free milk or 1% low-fat unflavored milk only per day.
2. A choice of two fruits or vegetables or full-strength juices to equal a minimum of ½ cup per day must be offered each day for K–12. (Note: One cup of fruit with vegetable substitutions will be required in SY 2014–15.)
3. A choice of two grains or meat/meat alternate shall be offered daily to meet the daily minimum and weekly requirements:
 - Grades K–5: 1 oz. equivalent minimum daily (7–10 oz. weekly)
 - Grades 6–8: 1 oz. equivalent minimum daily (8–10 oz. weekly)
 - Grades 9–12: 1 oz. equivalent minimum daily (9–10 oz. weekly)
 - Meat/meat alternate may be substituted for grains after the minimum daily grains requirements are met.
4. All grains must be whole grain-rich.
5. Calorie ranges (min. and max.) are Grades K–5 (350–500), Grades 6–8 (400–550), Grades 9–12 (450–600).
6. Saturated fat will be less than 10 percent of total calories and zero grams per serving for trans-fat.
7. K-12 sodium targets as published by USDA on 01/26/12 and any updates.

8. Weekly nutritional analysis must be provided by the FSMC to document that all meals are planned and served to meet USDA requirements. The nutritional analysis must be completed for the duration of the contract. The nutritional analysis must be based on weighted averages planned.
 9. For the breakfast priced as a unit to be claimed for reimbursement, schools must offer 3 food components that consist of a minimum of 4 of the following food items. Students are allowed to decline one food item but must select at least ½ cup of the fruit or vegetable component. Students must select the other food components in the quantities planned.
 - Fruit (fresh; frozen without sugar; canned in light syrup, water, or fruit juice; or dried) and fruit juice (100 percent full-strength and cannot meet more than one-half of the fruits component).
 - Vegetables (optional at breakfast)
 - Grain/Bread
 - Meat/Meat Alternate (may be offered after the minimum daily grains (1 oz. eq.) requirement is met.
 - Milk
 10. In order to offer à-la-carte food service, all eligible students must be offered free, reduced-price, and full-price reimbursable meals. Students may select additional servings of the food offered and pay for them at à la carte (Supplemental Sales) price schedule established by the SFA. À la carte items will comply with applicable federal and state regulations.
 11. Menus planned and served must be planned to meet student preferences as determined by student surveys and/or an advisory board. Menus planned for students other than those living in this geographic region are not acceptable.
- F. **Menu System for Reimbursable School Lunch:** The FSMC and SFA will make all reasonable efforts to encourage participation in the National School Lunch Program. Each operating day, the FSMC shall make readily available to all students throughout the serving periods (designated by the SFA) the following which conforms to current regulatory requirements in 7 CFR Parts 210 and 220, the Richard B. Russell National School Lunch Act (NSLA) in Section 9(a)(4), 42 USC 1758(a)(4) and Section 201 of the Healthy Hunger-Free Kids Act of 2010 amended Section 4(b) of the NSLA, 42 USC 1753(b). In addition, lunches served in schools with a 5K-5 population will also conform to the requirements of the South Carolina Student Health and Fitness Act (R.43-168).

Approved meals shall be offered as defined by the following:

1. A choice of 1 cup of flavored or unflavored fat-free milk or 1% low-fat unflavored each day.

2. A choice of at least 4 fruit or vegetables (may select up to 4 to equal lunch requirement for fruit and/or vegetable) to equal 1 cup of vegetables plus 1 cup of fruit per day.
3. Weekly requirement for dark green, red/orange, beans/peas (legumes), starchy, and “other” vegetables.
4. Daily minimum and weekly ranges for grains:
 - Grades K–5: 1 oz. equivalent minimum daily (8–9 oz. weekly)
 - Grades 6–8: 1 oz. equivalent minimum daily (8–10 oz. weekly)
 - Grades 9–12: 1 oz. equivalent minimum daily (10–12 oz. weekly)
5. All grains must be whole grain-rich.
6. Calorie ranges (min. and max.) are Grades K–5 (550-650), Grades 6–8 (600-700), Grades 9–12 (750-850).
7. Saturated fat will be less than 10% of total calories and zero grams per serving for trans-fat.
8. K-12 sodium targets as published by USDA on 01/26/12 and any updates.
9. Daily minimum and weekly ranges for the meat/meat alternate requirement:
 - Grades K–5: 1 oz. eq. min. daily (8–10 oz. weekly)
 - Grades 6–8: 1 oz. eq. min. daily (9–10 oz. weekly)
 - Grades 9–12: 2 oz. eq. min. daily (10–12 oz. weekly)
10. Schools must offer five food components (milk, fruits, vegetables, bread/grains, and meat/meat alternates). Students are allowed to decline two of the five required food components, but they must select at least ½ cup of either a fruit or vegetable.
11. Weekly nutritional analysis must be provided by the FSMC to document that all meals are planned and served to meet USDA requirements. The nutritional analysis must be completed for the duration of the contract and must meet target nutrient levels before meals are served. The nutritional analysis must be based on weighted averages.
12. Menus planned and served must be planned to meet student preferences as determined by student surveys and/or advisory board. Menus planned for students other than from this geographic area are not acceptable.

G. **Meal System for Reimbursable After-School Snack Program.** Daily, the FSMC shall make readily available to all students participating in the after-school snack program the following:

- A minimum of two items must be offered from the following four food components. Any combination of two of four items listed is acceptable with the exception of milk served with juice.
- An after-school snack which consists of
 - a choice of milk, fluid 1 cup (8 ounces) (1% low fat and skim, flavored and unflavored)
 - a choice of one meat or meat alternate (1 ounce)
 - a choice of a fruit, or vegetable, or full strength juice (3/4 cup)
 - a choice of 1 serving enriched grains/breads (1 ounce or equivalent)

The quantities of food served shall be in accord with the federal meal pattern requirements for the specific age groups as found in 7 CFR Parts 210 and 220.

- I. Detailed product identifications and the most current USDA Food Buying Guide shall be the basis for determining the quality and adequacy of yield.
- J. All breaded meat/meat alternate products served shall meet meal pattern requirements as served and have a CN Label in order to protect the SFA against audits or over claims.
- K. Written product identifications will be provided for all food purchased without CN Label to insure quantity and quality.
- L. The FSMC shall supply special diets to any students as required for medical reasons when prescribed and approved in writing by a medical doctor for disabled students or by a recognized medical authority for non-disabled students. FSMC shall make substitutions in the food components of the meal pattern for disabled students whose handicap restricts their diet and those non-handicapped students who are unable to consume reimbursable meals under normal circumstances. A record of special diets planned and served because of medical or other special dietary needs must be maintained on a daily basis. FSMC substitutions shall be made on a case-by-case basis only when supported by a statement of need that includes recommended alternate foods, unless otherwise exempted.
- M. Should reimbursement for a meal be denied, or a claim for loss of USDA foods is established against the SFA as a result of an audit, review, or for any other reason due to FSMC's negligence or non-compliance with federal or state requirements, the amount of the denied reimbursement (food loss, over-claim, or questioned cost) shall be subtracted from the funds due the FSMC. In the event the reimbursement is denied after the termination of the contract, the FSMC shall refund the amount of the denied reimbursement to the SFA. The FSMC will not be responsible for an over-claim due to the SFA's incorrect determination and/or classification of free and reduced-price meal eligibility.
- N. The SFA should describe in written detail all arrangements related to à la carte or any extra food sales. The SFA will determine the items to be sold and the pricing of such items during the school day, if any, as special sales prior to the beginning of the contract. A written list of items will be provided by the SFA.

- O. Should the SFA require food service for special functions (see definition), such as banquets, etc., a firm price per meal shall be negotiated and confirmed in writing with the SFA official requesting the service.
- P. The planned 21-day menu cycle provided by the SFA as shown in Appendix E shall be served for the first 21 days of the contract without change. Any and all changes after the first 21 days shall be submitted in writing, along with a nutritional analysis documenting that the menus meet state and federal requirements, for approval from the SFA. All SFA-approved changes must be forwarded to SCDE for review within 30 days of the approved change. Any and all alternate menus or menu items must be approved in writing two weeks prior to serving. FSMC must plan and provide written documentation to SFA for review that all menus are reimbursable, including all promotional specialty menus planned. FSMC must document that recommendations made by individual school advisory councils are used in menu planning.
- Q. The FSMC shall cooperate with the SFA in promoting nutrition education as a component of the SFA's child nutrition program. Efforts to promote nutrition education with classroom instruction must be documented by the FSMC 3 times per month.
- R. The FSMC shall serve free and reduced-price meals to those children approved by the SFA and shall protect the anonymity of such children.
- S. The FSMC may petition the SFA for an increase in the per meal charge annually at the time of contract renewal. The amount of increase granted shall not exceed the food away from home series of the Consumer Price Index (CPI). The percentage of increase or decrease for each contract period is determined from this index from March to March. Before price increases can be implemented, the FSMC must document, through cost or price analysis, the need for such price increase. The SFA must forward all documentation to SCDE for review and approval. No price increase may be implemented under this provision without prior approval of SCDE.
- T. Any and all contract revisions after signing shall be provided in writing to SCDE by the SFA. **Any additions or changes that change or negate the mandatory portions of the contract as written will automatically invalidate the contract.**
- U. The SFA will assign an employee of the SFA to monitor program and contract compliance.
- V. Pursuant to USDA regulations, the following responsibilities shall be retained (and cannot be delegated) by the SFA:
1. Signature authority on the Program Agreement and related renewal documentation, including the SFA's free and reduced-price policy statement, as contained in 7 CFR 210.16 (a)(2).
 2. Signature authority on the monthly Claim for Reimbursement, as contained in 7 CFR 210.16 (a)(5).
 3. Development, distribution, and collection of the parent letter and application for free and reduced-price meal benefits.

4. Determination of eligibility for free and reduced-price meals and the conduct of any hearings related to such determinations, as contained in 7 CFR 245.
5. Verification of applications for free and reduced-price meals.
6. Control of the school food service account and overall financial responsibility for the child nutrition program.
7. Determination of all program and non-program meal prices.
8. Title to USDA-donated foods.
9. Development of the 21-day cycle menu and product specifications for the RFP, as well as changes to the 21-day cycle menu after the first 21 days of meal service.
10. Internal controls for monitoring student meal counting and claiming processes, as required under 7 CFR 210.8(a).
11. Establishment and maintenance of an advisory board composed of parents, teachers, and students to assist in menu planning.
12. Assurance that the maximum amount of USDA foods are received and utilized by the FSMC and accrue only to the benefit of the SFA's nonprofit school food service program, as required in 7 CFR 250 5(a) & (b).
13. Assurance of the quality of food and the general nature of the child nutrition program, as required by 7 CFR 210.16 (a)(4).
14. Responsibility for all child nutrition program contractual agreements, including USDA food processing agreements.
15. Ensuring resolution of program reviews and audit findings.
16. Conducting required annual on-site and SFA-level reviews of FSMC operations.
17. Physically inputting claims and financial information into the South Carolina Automated Payment System (SCAPS) or other electronic reporting process, as designated by SCDE.
18. Responsibility for cleaning of all ducts and hoods above the filter line as needed. Detachable filters will be cleaned weekly or as needed.
19. Pest control services in the cafeteria and kitchen areas, as specified in the SCDE Food Safety/HACCP Plan.
20. Provision of office facilities, to include the location of office, equipment, furniture, and any miscellaneous supplies.

21. Fees for Retail Food Service Establishment Permits issued by the South Carolina Department of Health and Environmental Control.
 22. Responsibility for cleaning and maintenance of grease traps.
- W. Any silence, absence, inconsistency, or omission from contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail, and that only materials (food, supplies, etc.) and workmanship of quality that would normally be specified by the SFA are to be used.
- X. Revenue can be used only for the SFA's nonprofit child nutrition program and cannot accrue to the FSMC. All revenue and expenses which are charged to an SFA must flow through the SFA's chart of accounts. FSMC expenses which are not billed to the SFA cannot be recorded as expenses to the food service account.
- Y. In the event of a conflict between or among any of the terms of the RFP/contract documents, such conflicts shall be resolved by referring to the documents in the following order of priority: (1) the RFP issued by the SFA and (2) the response submitted by the Offeror.

SECTION FOUR – SFA APPENDICES

The following information/documents are provided as part of this RFP, all Appendices are located at the end of this RFP.

Appendix A, A-1 - 4	List of schools/sites and a description of each, including ADM, ADP, and student eligibility by category and current meal prices
Appendix B	School Calendar, including meal service days, teacher work days, required in-service training, etc.
Appendix C	SFA's Food Service Employees, including salary, benefits, etc.
Appendix D	SFA's Personnel Policies and Procedures
Appendix E	Twenty-one (21) Day Menu Cycle for Breakfast and Lunch Programs (prepared by SFA)
Appendix F	USDA Donated Foods including record of USDA Foods used, monthly ending inventories by school, total value of USDA Foods by school
Appendix G	À la Carte (Supplemental/Special Sales) Food Items and Revenue by School
Appendix H	Minimum Food Specifications
Appendix I	Purchased Food and Supplies (Ending Inventories by School)
Appendix J	Monthly Breakfast Labor, Purchased Food, and USDA Foods by School
Appendix K	School Inventory List (including miscellaneous kitchen items; to be certified as correct by an authorized representative of both parties)
Appendix L	Special food service functions planned and served by SFA in the previous school year
Appendix M	Cost Responsibility Detail Sheet
Appendix N	Written responses to questions from potential offerors
Appendix O	Program Identification
Appendix P	Fresh Fruit and Vegetable Program N/A

SECTION FIVE – TERMS AND CONDITIONS

A. Scope and Purpose

1. The duration of the contract shall be for a period of up to one year, beginning on July 1, 2017 and ending on June 30, 2018, with a maximum of four (4) one-year renewals contingent upon mutual agreement between the SFA and FSMC.
2. The FSMC shall manage the SFA's food service program for the benefit of the SFA's students, faculty, staff, and guests. The FSMC shall provide food service in accordance with: all federal regulations found in 2 CFR Parts 200 and 400 and 7 CFR Parts 210, 220, 245, and 250; guidance, instructions, and policy memorandum issued by the United States Department of Agriculture, Food and Nutrition Service; United States Office of Management and Budget Circulars for Federal Grants; State Board of Education Regulations R.43-168 and R.43-169; and policies of the South Carolina Department of Education. The SFA, SCDE, and USDA shall have unlimited access, with or without notice to the FSMC, to all premises used by the FSMC.
3. The FSMC shall provide breakfast, lunch, and after-school snacks as specified in Appendix A for approximately 180 serving days. The FSMC may also be asked to provide lunch, breakfast and/or snacks if the SFA participates in the Summer Food Service Program or the Seamless Summer Option.
4. The SFA may add or remove sites and/or meal periods for existing programs from Appendix A at any time during the period of the contract unless the addition or removal of sites and/or meal periods creates a material change to the contract.
5. The SFA reserves the right to maintain present food and beverage vending machines in its facilities.
6. The SFA shall be legally responsible for the SFA's nonprofit school food service program and shall supervise the food service operations in such manner as will ensure compliance with the rules and regulations described in Item A (2). The SFA shall conduct regular performance, accountability, and other reviews as required by state and federal regulations and guidelines, as well as periodic on-site visits to include inspection of meals, food preparation, storage and service areas, and sanitation and safety practices. Such reviews shall be documented by the SFA and maintained on file for inspection by SCDE.
7. The FSMC, as an independent contractor, shall have exclusive right to provide food services for the schools designated by the SFA in this RFP (Appendix A) for the following programs: National School Lunch Program, School Breakfast Program, After School Snack Program, Seamless Summer Option, Summer Food Service Program, and Fresh Fruit and Vegetable Program, as applicable.

8. The FSMC shall be an independent contractor and not an employee of the SFA. Employees of the FSMC are not employees of the SFA.
9. All income accruing as a result of payments by children and adults, federal and state reimbursements, and all other income from sources such as donations, special functions, à la carte sales, contract meals, proceeds from the sale of food service equipment, interest payments, and other sources related to the child nutrition program shall be deposited in the SFA's nonprofit school food service account. Any profit or guaranteed return shall remain in the SFA's nonprofit school food service account. The SFA and the FSMC agree that this contract is neither a *cost-plus-a-percentage-of-income* nor a *cost-plus-a-percentage-of-cost* contract as required under 7 CFR 210.16 (c) and 2 CFR 200.
10. The SFA shall retain control of the SFA's nonprofit school food service account and shall assume overall financial responsibility for the program.
11. Authorized representatives of the SFA, the SA, and USDA shall have the right to conduct unannounced, on-site reviews of the child nutrition program operation, including the inspection of all records and supporting documentation associated with the food service program.

B. Signature and Approval Authority

1. The SFA shall retain signature authority for the Program Agreement, free and reduced-price policy statement, and monthly claim for reimbursement.
2. The preparation of the annual application for federal/state funds and the agreement with the South Carolina Department of Education, for operation of the National School Lunch, Breakfast, After School Snack Programs, Seamless Summer Option, Summer Food Service Program, and Fresh Fruit and Vegetable Program shall be the responsibility of the SFA. The application and agreement for federal/state funds, as approved by the South Carolina Department of Education, shall become part of the contract.
3. The preparation of the application to receive USDA Foods shall be the responsibility of the SFA. The agreement signed between the South Carolina Department of Education and the SFA to receive USDA Foods shall become part of the contract.

C. Free and Reduced-Price Meal Policy

1. The preparation of the annual Free/Reduced-Price Meal Policy shall be the responsibility of the SFA and is not open for amendment by the FSMC. The SFA Free and Reduced-Price Meal Policy shall be made part of this contract.
2. Approval of Free/Reduced-Price Meal Applications shall be the responsibility of the SFA. The SFA shall be responsible for the establishment and maintenance of the free and reduced-price meals eligibility roster. The SFA shall be responsible for verifying applications for free and reduced-price meals as required by USDA. The SFA shall be responsible for appointing a qualified hearings officer to conduct any hearings related to adverse actions regarding eligibility for free or reduced-price meals.

3. The FSMC shall implement an accurate point-of-service count using the counting system submitted by the SFA in its Program Agreement. Such a counting system must eliminate the potential for the overt identification of free and reduced-price eligible students.
4. The SFA shall monitor the FSMC through periodic on-site visits to ensure that the program is in conformance with all federal, state, and local regulations, laws, and procedures. In addition, the SFA will conduct an on-site review of the counting and claiming system no later than February 1 of each year, as required by 7 CFR 210.8.

D. USDA Foods

1. Any USDA foods received by the SFA and made available to the FSMC shall be utilized solely for the purpose of providing benefits for the SFA's nonprofit child nutrition program. USDA foods are considered "received" when the foods arrive at the school kitchen in either raw form or in processed end products. The title to USDA foods must remain with the SFA. The SFA shall assure the maximum amount of USDA foods are received and utilized by the FSMC. The FSMC shall use USDA foods in the preparation of meals and other food served to students.
2. The FSMC shall manage the donated food to ensure they are used only for the SFA's child nutrition program. Funds are expended to purchase food to be used in the food service program, or those commercial substitutes of the same generic identity, of U.S. origin, and of equal or better quality are used in their place (with the exception that donated ground beef, ground pork, and all processed end products must be used without substitution). When commercial substitutes are used in place of donated foods, the FSMC may then use the donated foods without restriction.
3. The FSMC must credit the SFA for the value of all donated foods funds received for use in the child nutrition program in the school year, whether the donated foods are used in that year or not as required in 250.51(a). The value of the USDA foods is based on the value of the product at the point the SFA receives the USDA foods at each site and on USDA prices pertinent to that time period.
4. The liability for the proper use of the USDA foods shall be the responsibility of the FSMC. The FSMC must meet the requirements that ensure safe storage of donated foods in 250.14(b). In accordance with 210.13(a), the SFA must ensure that food storage, preparation, and service comply with the sanitation and health standards established under state laws and regulations.

The FSMC may maintain separate storage, inventory, and control of USDA foods. Or, the FSMC may commingle donated foods with other foods purchased for the child nutrition program, in a single inventory management system in accordance with 250.52(b) and 250.59(c). Since it is difficult to distinguish donated foods from other foods in a commingled inventory, the SFA must ensure the FSMC has properly credited it for the value of all donated foods, irrespective of the actual use of the foods (250.51(a)).

The FSMC shall maintain accurate and complete records with respect to the receipt, use/disposition, storage and inventory of USDA foods or the purchases procured with funds from the CLOC amount allocated quarterly, as applicable. Failure by the FSMC to maintain records under the contract shall be considered factual evidence of improper distribution or loss of USDA foods. The SFA is responsible for obtaining restitution from the FSMC in connection with any claim for improper distribution, use or loss of, or damage to USDA foods as stipulated in 7 CFR 210.16.

5. The SFA shall ultimately be responsible for USDA food processing contracts, to include compliance with all applicable federal and state requirements. While the FSMC may act as an agent on behalf of the SFA regarding the procurement of processed USDA donated foods, the FSMC is prohibited from entering into any processing contract. Any contractual agreement shall be in the name of and executed by the SFA. Further, any contractual agreement shall include adequate provisions to ensure proper crediting of the value of USDA donated foods. All goods, services, and/or funds received as the result of a rebate under a processing contract shall accrue to the SFA's nonprofit school food service account.
6. The FSMC is not required to credit the SFA for the value of donated foods in end products that the SFA procures from the processor and provides to the FSMC for use in the child nutrition program. The processor must credit the SFA for the donated food value in end products procured by the SFA, in accordance with processing requirements in Subpart C of Part 250. The SFA must ensure that the FSMC uses such end products in the child nutrition program in accordance with 250.51 (d).
7. The FSMC shall give the SFA, USDA, and SCDE access to the USDA foods storage areas for inspection. The FSMC shall have records available to substantiate that the full value of all USDA foods is used solely for the benefit of the SFA.
8. The SFA may not refund any credit to the FSMC for the value of any donated foods that remain unused when a contract terminates and is not extended or renewed. The FSMC must credit the SFA for the value of donated foods carried over from a previous contract if the value of such foods has not already accrued to the child nutrition program (i.e., if the value was not credited to the SFA by the previous FSMC). The "successor" FSMC must ensure use of such donated foods in the SFA's child nutrition program but will not have to credit the SFA for the value of such donated foods, as that value would have already accrued to the child nutrition program.

The value used to credit the SFA for such donated foods must be the value determined in accordance with 250.51 (c.). However, the FSMC is not required to credit the SFA for the value of such donated foods that are determined to be out-of-condition, and the SFA must ensure that such out-of-condition foods are not used in the child nutrition program.

9. When the contract terminates, and is not extended or renewed, the FSMC must return unused donated ground beef, ground pork, and processed end products and must return other unused donated foods to the SFA at the discretion of the SFA.

E. Child Nutrition Program Operations

1. The FSMC, as agent for the SFA, shall serve, on such days and at such times as requested by the SFA:
 - (a) Meals, priced as a unit, which meet the meal pattern requirements prescribed by federal and state guidelines. The SFA and FSMC will actively promote maximum participation in the National School Lunch and Breakfast Programs.
 - (b) Such other food as may be agreed upon by FSMC and SFA. In order to offer à la carte food service, all eligible children must be offered free, reduced-price, and full-price reimbursable meals. À la carte offerings will comply with applicable federal and state regulations.
2. For the first 21 days of meal service, FSMC shall adhere to the 21-day cycle menu provided in the RFP (Appendix E) and developed in accordance with the provisions of 210.10 or 210.10 (a). Thereafter, changes in the menu may be made with the approval of the SFA.
3. The FSMC shall make recommendations to the SFA regarding the child nutrition program and the prices to be charged for meals and other food; however, the SFA will retain control over the quality, extent, and general nature of its child nutrition program and shall have the right and responsibility to make the final decisions regarding such matters.
4. The FSMC shall cooperate with the SFA in promoting nutrition education in the school cafeteria and in the SFA's efforts to link nutrition education in the classroom with healthful foods, including fresh fruits and vegetables, offered in the school cafeteria. The FSMC shall promote nutrition education aspects of the SFAs child nutrition program and cooperate in the efforts of the SFA to coordinate these aspects with classroom instruction and federal, state, and local programs. The FSMC shall further promote the nutritional aspects of the child nutrition program by the types of foods they serve as part of the program meals, as well as à la carte and vending sales.
5. The FSMC shall supply foods required for students for when special diets have been prescribed by a medical doctor or other recognized medical authority. The FSMC shall seek assistance from a registered dietitian to translate the diet prescription into actual foods to be available.
6. The FSMC shall cooperate with the SFA in the utilization of an advisory board composed of students, parents, teachers, other school personnel, and a FSMC representative to assist in planning meals and promoting participation. The FSMC shall meet with the advisory board at least quarterly and will document the proceedings and outcomes of the meetings.
7. The SFA may request the FSMC to provide additional food service; however, the SFA reserves the right, at its sole discretion, to sell or dispense any food or beverage in conjunction with other school events.
8. Upon the SFA's request, the FSMC shall provide catered food service events at times and prices mutually agreed upon by the SFA and FSMC. Catered events will include any meal function that is not associated with the SFA's nonprofit child nutrition program such as banquets, luncheons, breakfasts, or other special meal functions. At the time the catered event is requested, a firm price per meal shall be confirmed in writing.

9. The FSMC shall not be reimbursed for any meals which are spoiled or unwholesome at the time of service, that does not meet the specifications developed by the SFA, or that do not otherwise meet the requirements of this contract provided, however, that no deduction shall be made unless the SFA shall give the FSMC written notification within 48 hours of the meal service for which the deduction is to be made, specifying the number of meals for which the SFA intends to deduct payment, and setting forth the reasons for the deductions. In addition, meals dropped by the students shall be replaced at no cost to the students.
10. The SFA must make potable water available to children in schools at no charge in all schools or places where reimbursable lunch meals are served during the meal service. In addition, water must be available in the afterschool snack program, and an effort should be made to provide drinking water during field trips with reimbursable bag lunches. However, availability of drinking water is not required at breakfast. The FSMC will include in their firm price the cost of cups, water pitchers, or other supplies purchased in schools where a water fountain or faucet is not practical or available.

F. Facilities, Equipment and Inventory

1. The SFA shall make available to the FSMC suitable food service facilities, completely equipped and ready to operate, together with such utilities as heat, fuel, refrigeration, and other utilities as may be reasonably required for the FSMC for the efficient performance of this contract. The FSMC agrees to utilize the SFA-owned equipment and facilities in good and proper manner and shall keep the same in a state of cleanliness to assure strict compliance with health regulations and food safety/HACCP plans.
2. All non-expendable equipment shall be purchased by the SFA. Records of equipment depreciation will be maintained and recorded in the appropriate reporting system. The SFA shall have full access to the food service facilities at all times. Principals or other SFA officials will inform the FSMC prior to use of the facilities during any serving periods. The FSMC shall not use SFA facilities or equipment for preparation of food to be served at any other function unless approved by the SFA.
3. The SFA shall furnish building maintenance services for the food service facilities and shall promptly make all equipment repairs and replacements and shall be responsible for compliance with all federal, state, and local safety and health laws and regulations with respect to the food service facilities. Repairs to expendable and non-expendable equipment or physical facilities due to the negligence of the FSMC, its employees, or its agents shall be the sole responsibility and expense of the FSMC.
4. The preparation of food off the SFA premises for service to students in the SFA shall be prohibited without prior approval in writing by the SFA. Should such approval be acquired, the FSMC shall have state and local environmental health inspection and certification for any facility outside the district in which it shall prepare meals for use in the SFA and shall maintain such health certification for the duration of this contract.
5. The SFA shall provide and maintain an adequate inventory of service wares, small expendable equipment, and cash registers. All service wares and small expendable equipment and cash registers shall remain the property of the SFA.

6. All fixtures added by the FSMC during the term of the contract will become the property of the SFA. Fixtures for the purpose of this contract include goods that have become so related to the real estate that an interest in them arises under real estate law (examples include but are not limited to counters, islands, stove, ovens, sinks, or service stations which cannot be removed without damaging the floor).
7. The SFA shall retain the right to rent any SFA-owned food service facility to outside groups during non-school hours or weekends, provided that such rental does not interfere with the normal food service operation. When such activities are agreed upon by the FSMC and SFA, the SFA may require that a member(s) of the food service staff, designated by the on-site manager, be on the premises. The SFA budget will be reimbursed for related personnel costs associated with the rental. The FSMC shall not be liable for any injury and/or damage caused by an outside group during such use.
8. At the time of contract signing, the SFA and FSMC shall jointly inventory all equipment, USDA foods, food, and non-food related supplies to be utilized in the SFA's nonprofit child nutrition program (Appendix K). A summary of such inventory shall become part of the contract. The SFA represents and warrants that all SFA food and supplies inventories, including USDA foods, existing at the commencement of operations hereunder are usable and shall meet the FSMC's menu requirements. In addition, at the commencement of operations, the FSMC and SFA shall mutually agree on the usability of such existing inventory and shall make an appropriate adjustment, if necessary, to the value of such existing inventory with the exception of the USDA foods.

G. Regulatory Compliance

1. The FSMC and SFA mutually agree to comply with all applicable standards, orders, or requirements issued pursuant to the Clean Air Act (42 USC 7401-7671q), the Federal Water Pollution Control Act, as amended (33 USC 1251-1387), Executive Order 117389, Section 6002 of the Solid Waste Disposal Act (42 USC 82) as further specified by 2 CFR 200.322, and Environmental Protection Agency regulations (40 CFR Part 15). Any violations thereof shall be reported to the Administrator for Enforcement or other appropriate authority. Each party shall not be responsible to the other for acts beyond its control or acts caused by the negligence of the other party.
2. The FSMC agrees to comply with all mandatory standards and policies relating to energy efficiency as cited in SFA Policy ECF and in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (42 USC 6201).
3. The FSMC shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act, 40. U.S.C. 327-330, as supplemented by Department of Labor regulations, 29 CFR Part 5. Under Section 103 of the Act, the FSMC shall be required to compute the wages of every laborer on the basis of a standard workday of eight hours and a standard workweek of 40 hours. Work in excess of the standard workday or standard workweek is permissible provided that the worker is compensated at a rate not less than 1½ times the base rate of pay for all hours worked in excess of 40 hours in any workweek.

4. The FSMC shall comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375 of October 13, 1967, and as supplemented in United States Department of Labor regulations, 41 CFR Part 60.
5. The FSMC shall comply with the following civil rights laws as amended: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CFR parts 15, 15a, and 15b; the Americans with Disabilities Act; and USDA FNS Instruction 113-6, “Civil Rights Compliance and Enforcement in School Nutrition Programs”.
6. The FSMC shall comply with the “Buy American” provision for contracts that involve the purchase of food as per 2 CFR 210.21(d) and 7 CFR Part 250.
7. The FSMC shall comply with the provisions of the Consumer Product Safety Act.
8. The FSMC shall complete and sign the *Certification of Independent Price Determination* form, *Certification Regarding Drug-free Workplace, Non-Collusion Affidavit*, and *Disclosure of Lobbying Activities* form and shall include these documents as part of the agreement. (See Attachments N and O.)
9. The FSMC shall abide by all applicable state and federal laws when providing services under this contract.
10. The FSMC shall comply with all federal, state, and local health and safety laws and regulations. The FSMC must utilize the existing SFA Food Safety Plan to include HACCP (Hazard Analysis Critical Control Point) or implement a food safety plan approved by the SFA.
11. In accordance with the requirements contained in 2 CFR 200.213 and 7 CFR 3017.300, the FSMC certifies, by submission of this proposal and subsequent contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

The FSMC shall notify SFA during the term of the contract and any subsequent renewal periods if the status changes for the FSMC. Pursuant to Executive Orders 12549 and 12689, a contract award (see 2 CFR 180.220) must not be made to parties listed on the government Excluded Parties List Systems in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

12. Pursuant to the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), contractors that apply or bid for an award of \$100,000 or more must file the required certification contained in Appendix O of the RFP. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award.

H. Records and Record-keeping

1. The FSMC shall maintain such records as the SFA will need to support its claim for reimbursement of the daily number of meals served by category. These meal counts must be reported daily. The FSMC will maintain all additional records and reports required under the National School Lunch Program, School Breakfast Program, After School Snack Program, Seamless Summer Option, Summer Food Service Program, and the Fresh Fruit and Vegetable Program (supported by invoices, receipts, or other evidence) as the SFA will need to meet monthly reporting responsibilities and shall submit monthly operating statements in a format approved by the SFA within ten (10) days following the end of each month of operation.
2. The FSMC must retain revenue records broken down by source, type and category of meal or food service (à la carte sales, reduced-price, and full-price meals, snacks and vending machine sales, etc.) as required by the National School Lunch Program and its related initiatives. All such records shall be kept on file for three (3) years after the end of the school year to which they pertain. However, in the event of any unresolved audit findings, the records shall be retained beyond the three-year period for as long as required for resolution of the issues raised by the audit.
3. All records of the FSMC pertaining to the SFA's child nutrition program shall be made available to representatives of the SFA, the SCDE, USDA, the U.S. Comptroller General, of the U.S. General Accounting Office, upon request, at FSMC's offices during regular business hours. The FSMC shall not remove federally required records from SFA premises upon contract termination.
4. The SFA and FSMC must provide all documents as necessary for the independent auditor to conduct the SFAs single audit. The SFA will contract to have the single audit conducted as a regular, direct expense to the SCDE.
5. The SFA and FSMC shall mutually agree upon a paper, scanner, and/or electronic storage protocol for all records that ensures accessibility and integrity of the contents. This protocol shall also specify ownership, as well as responsibilities for licensing fees and maintenance of any equipment, software, and/or supplies.

I. Personnel

1. The FSMC shall employ an on-site, full-time food service management professional and/or a staff of management and operational employees assigned to duty on the SFA premises for efficient management and operation of the SFA's food service program. Salary, benefit and tax allocations must be provided in the RFP. The SFA shall have final approval regarding the employment of the FSMC's site manager. The SFA shall furnish an office and any standard office equipment to support the child nutrition program.
2. All FSMC personnel will be subject to rules and regulations of the SFA while on the SFA's premises.
3. The SFA will retain all employees currently on the SFA's payroll. As employees of the SFA leave employment or are reassigned, they may be replaced with employees of the FSMC. Employees of the SFA assigned to child nutrition program duties will be entitled to all salary and benefits applicable to SFA employees in their respective positions as determined by the SFA. Employees hired by the FSMC to replace SFA employees who leave employment, or are reassigned to non-foodservice, are subject to such salary and benefits as the FSMC provides. In addition, all hiring decisions shall be made in consideration of USDA Professional Development Guidelines. The SFA shall employ sufficient staff to complete all non-delegable duties as an expense to the SFA's nonprofit child nutrition program budget.
4. The FSMC shall be responsible for supervising personnel, including SFA-employed supervisory and non-supervisory food service employees, provided, however, the SFA shall retain the exclusive right to control the terms and conditions of the employment of such supervisory and non-supervisory employees, including, but not limited to, control over their hiring, termination, promotion, discipline, levels of compensation, and work duties. Supervision activities include employee and labor relations, personnel development, and hiring and termination of FSMC management staff, including the site manager. The FSMC shall also be responsible for the hiring and termination of non-supervisory staff that are employees of the FSMC.
5. The FSMC shall be responsible for training personnel, including SFA-employed supervisory and non-supervisory food service employees. All SFA and FSMC personnel assigned to the child nutrition program in each school shall be instructed in the use of all emergency valves, switches, and fire and safety devices in the kitchen and cafeteria use. Other appropriate training shall be provided to conduct the effective and efficient operations of each site's food service program, to include conformity with USDA Professional Development guidelines. The FSMC shall compensate employees for time spent in required in-service training and/or monthly meetings. A minimum of ten (10) hours of training must be provided and documented for all SFA employees on a yearly basis, unless a higher minimum is required by USDA Professional Development guidelines.
6. The SFA shall maintain accurate, timely, and detailed records of personnel and other payroll costs for employees assigned to the food service program and shall grant FSMC access, during regular business hours, to such books and records except as protected by state law.

7. The FSMC shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Act (40 USC 327-330), as supplemented by United States Department of Labor regulations (29 CFR, Part 5). In addition, the FSMC shall comply with all provisions of any other applicable federal, state, or local law or regulation with respect to its personnel providing services hereunder.
8. The FSMC shall comply with Executive Order 11246, entitled "Equal Employment Opportunity" as amended by labor regulations (41 CFR Part 60). Neither the SFA nor the FSMC shall discriminate because of race, color, sex, age, national origin, or disability as defined and prohibited by applicable law in the recruitment, selection, training, utilization, promotion, termination, or other employment-related activities concerning employees assigned to duty in the SFA's food service program.

The FSMC affirms that it is an equal opportunity and affirmative action employer and shall comply with all applicable federal, state, and local laws.

9. The FSMC shall comply with provisions of the Fair Labor Standards Act, provisions of the Occupational Safety and Health Act, and the standards and regulations issued thereafter. The FSMC shall comply with applicable federal, state, and local laws and regulations pertaining to wages, hours, and conditions of employment. The FSMC shall employ a substitute food service employee when an employee is absent to manage the flow of work and prevent violations of existing labor laws.
10. The FSMC shall provide workers' compensation coverage for its employees.
11. The SFA may request in writing the removal, transfer, or reassignment of an employee of the FSMC who conducts himself or herself in a manner that is detrimental to the physical, mental, or moral well-being of students or school personnel. The FSMC shall immediately restructure staff in order to avoid a disruption of service. The SFA and FSMC acknowledge that any action taken pursuant to this provision shall conform to applicable employment laws, rules, and regulations. The SFA shall not be liable for the personnel actions of the FSMC.
12. Both the SFA and the FSMC shall be solely responsible for all personnel actions and all claims arising out of injuries occurring on the job regarding employees on its respective payroll. Each party shall withhold all applicable federal, state, and local employment taxes and payroll insurance with respect to its employees, insurance premiums, contributions to benefit and deferred compensation plans, licensing fees, and workers' compensation costs and shall file all required documents and forms.
13. The FSMC shall provide the SFA with a schedule of employees, positions, assigned locations, salaries, and hours to be worked as part of the RFP. Specific locations and assignments will be provided to the SFA two full calendar weeks prior to the commencement of operation.
14. The FSMC shall require all of its employees assigned to duty on the SFA's premises to submit

to periodic health examinations as required by law and shall submit satisfactory evidence of compliance with all health regulations to the SFA upon request. The cost of such examinations shall be a direct cost. The FSMC shall test its employees for drugs and alcohol in accordance with the SFA's Drug Free Workplace Policy. The FSMC will not place in any SFA-owned site any employee of the FSMC who has tested positive for controlled substances.

15. The FSMC must conduct criminal background checks on any employee of the FSMC who will work at any SFA site. The background checks must extend back at least 10 years. If the individuals have lived outside of South Carolina during the last 10 years, the criminal record checks shall be extended to include each county/state the person has lived in for the last 10 years. All criminal background checks must be provided to the SFA upon request. In determining whether to hire or place a FSMC employee in any SFA-owned site who has been convicted of, pled guilty or no contest to, or received a prayer for judgment continued for any felony or for any misdemeanor involving drugs, crimes of moral turpitude, or violent behavior of any kind, the FSMC, in mutual agreement with the SFA and in compliance with EEOC standards, shall take into account the nature of the circumstances surrounding any questionable incident, as well as the time passed since such incident occurred. Such incident may not be an absolute bar to employment.

J. Procurement

1. The FSMC shall be responsible for purchasing all food and related supplies, and they shall be used solely in the SFA's nonprofit child nutrition program. The specifications including grade, purchase unit, style, weight, ingredients, formulations, etc. shall conform to the Minimum Food Specifications found in Appendix H.
2. The FSMC must follow the procurement regulations as described in 2 CFR Part 200. The FSMC and SFA shall establish a written Procurement Plan that describes the child nutrition program's procedures for the acquisition of food, supplies, services, and equipment in accordance with federal, state, and local laws. The Procurement Plan must include a system that enables each school site to confirm that food, supplies, and services that are procured are identical to those received. The FSMC may not serve as the vendor unless the SFA's contract official approves an appropriate bid process to be followed to assure free and open competition according to 2 CFR 200.
3. The FSMC shall not assign or subcontract in whole or in part its rights or obligations under any contract resulting from response to this RFP without prior written consent of the SFA. Any attempted assignment without said consent shall be void and of no effect.
4. If the effective dates of any procurement contract that should be signed as a result of this RFP extend beyond the current state or federal fiscal year, the contract will be conditional upon the availability and receipt of federal, state, and/or local funds.
5. All procurement records and supporting documentation shall remain on the premises and shall

be made available to representatives of the SFA, the SCDE, the State Attorney General, the USDA, and the U.S. Comptroller General of the U.S. General Accounting Office, upon request. In the event of termination of the contract prior to the expiration of the records retention period specified in this RFP, copies of the procurement records supporting documentation shall be provided to the SFA.

K. Accounting Practices, Revenues, and Receipts

1. All federal and state reimbursements and cash receipts shall be utilized solely in the SFA's nonprofit child nutrition program or for the improvement of such child nutrition program. All cash receipts shall be turned over to the SFA for deposit in the SFA's nonprofit food service account. The SFA represents and warrants that all financial and operating information provided by the SFA to the FSMC is true, complete, and correct and presents fairly and accurately all items of revenue and expense of the SFA's nonprofit child nutrition program managed by the FSMC.
2. All books and records relating to the child nutrition program operation shall be made available, as required by state and federal regulations, for inspection and audit by the SFA, state, or federal auditors.
3. In accordance with 7CFR 250.51(a) and (b), the FSMC must credit the SFA for the value of all USDA-donated foods received for use in the SFA's meal service in the school year, or at least an annual basis, through invoice reductions, refunds, discounts, or other means in accordance with 7 CFR 250.51(b).
4. Within twenty (20) calendar days after the end of each accounting period, the FSMC will submit to the SFA an invoice for the SFA's financial obligation for such accounting period. All invoices for services shall be paid ten (10) calendar days after the receipt of a correct invoice. The invoices shall display over all services performed for the previous calendar month. Within thirty (30) calendar days following the end of the current year, the FSMC shall submit to the SFA an operating statement for the current year and shall pay to the SFA the amount, if any, due or shall submit an invoice to the SFA.
5. All invoices presented for payment that are not paid within thirty (30) calendar days of the date of the invoice shall be subject to a late fee with terms outlined in the contract. Any late fees or other penalties must be paid from the SFA's General Fund. Payment of late fees or other penalties from the SFA's nonprofit school food service account is not allowable.
6. The FSMC must have an audit performed by an independent audit firm engaged by the FSMC. The audit must report on the FSMC's control, structure, policies, and procedures. A copy of the current audit must be retained on file by the SFA. Failure of the FSMC to provide the required audit will result in non-renewal of the contract.

L. Guarantees

1. The FSMC guarantees revenues in excess of expenditures to the SFA (the “FSMC Guarantee”) in the amount stated herein. The revenues in excess of expenditures shall be determined by the annual independent financial audit conducted by the audit firm contracted with by the SFA. In the event that the actual revenues in excess of expenditures as provided in this RFP and/or outlined in the Cost Responsibility Detail Sheet (Appendix N) (total revenue from all sources less Total Food Service Cost) is below the guaranteed amount, the FSMC shall pay to the SFA any shortfall within thirty (30) calendar days of the determination by the SFA of the amount of the shortfall. The amount of the “FSMC Guarantee” shall remain in the nonprofit SFS account.
2. In addition, the FSMC will guarantee a surplus (the “FSMC Surplus Guarantee”) in the amount of \$ 250,000 in the nonprofit school food service account at the beginning of each school year (July 1) to provide for the SFA to replace non-expendable and expendable equipment. The amount of the “FSMC Surplus Guarantee” shall remain in the nonprofit SFS account. This amount shall remain constant during each extended one-year contract period.
3. All expenditures as stated in this RFP and/or outlined in the Cost Responsibility Detail Sheet (Appendix N) will be considered a direct expense to the program budget and included in the revenues in excess of expenditures statement for purposes of determining guaranteed results.
4. All information relating to the SFA’s nonprofit SFS account, child nutrition program budget, revenues, expenses, and scope of operations included in this RFP is provided for FSMC planning purposes. The SFA and FSMC acknowledge that this information and related operational conditions are subject to change for future years based on enrollment, participation, the SFA’s financial condition, NSLP guidelines, and market conditions. The SFA and FSMC acknowledge that the FSMC Guarantee and the FSMC Surplus Guarantee are predicated on the accuracy and currency of the information contained herein. If there are any unforeseen changes in future operational conditions that result in a material change that adversely affects the performance of the contract, the SFA and FSMC may mutually agree (with the approval of the SCDE) to adjust these amounts in accordance with the provisions contained in Section P (Term and Termination), Paragraph 7 of the RFP.

M. Licenses, Fees and Taxes

1. Unless otherwise specified herein, the FSMC shall obtain and post all federal, state, and local licenses, permits, and other documents required by federal, state, or local law to operate a nonprofit child nutrition program.
2. The FSMC shall be responsible for all sales, use, and excise taxes, as well as all other state and local taxes attributable to the SFA’s nonprofit child nutrition program. The cost of all such licenses, permits, and taxes shall be charged as direct costs to the SFA.

N. Insurance

1. The FSMC is required to be insured adequately to support the terms of the contract. The FSMC shall maintain the insurance coverage set forth in this contract provided by insurance companies authorized to do business in the State of South Carolina. The FSMC may utilize a combination of primary and excess coverages to meet minimum limits referenced herein. However, if excess coverage is used, the FSMC acknowledges its due diligence responsibility regarding the coordination of insurers and policies to ensure there are no limitations or exclusions in coverage.
2. The FSMC shall have in effect during all times under this contract, comprehensive general liability insurance, including products and completed operations liability, contractual liability, independent contractor's liability, and personal injury coverage. Minimum coverage shall be \$1,000,000 per occurrence.
3. The FSMC agrees to provide automobile liability insurance covering all owned, hired, and non-owned vehicles used by the FSMC with the minimum coverage of \$1,000,000 combined single limit per accident.
4. The FSMC agrees to provide workers' compensation insurance as statutorily required by law, including employee liability coverage up to \$1,000,000.
5. The FSMC shall provide fire and theft insurance at its own expense to cover any risk created by fire and/or theft to its property located on the premises of the SFA. The FSMC further agrees to provide all necessary fire and/or theft insurance to cover clothes, garments, and other articles owned by its employees.
6. The FSMC agrees to name the SFA as an additional insured on all insurance policies associated with services performed under the terms and conditions of the contract.
7. A Certificate of Insurance evidencing all coverage and specified amounts requested is required before work commences under the terms of this contract, as well as all subsequent contract renewals. All insurance policies required as a result of the terms of this contract shall provide for notice of change or cancellation directly to the SFA in accordance with applicable policy provisions.

O. Proprietary Information

1. During the term of the contract, the FSMC may grant to the SFA a nonexclusive right to access certain proprietary materials of the FSMC, including, but not limited to signage, operating or other manuals, recipes, menus and meal plans, and computer programs relative to or utilized in the FSMC's business or the business of any affiliate of the FSMC.
2. The SFA shall not disclose any of the FSMC's proprietary information or other confidential information, directly or indirectly, during or after the term of the contract. The SFA shall not photocopy or otherwise duplicate any such material without the prior written consent of the FSMC. All trade secrets and other confidential information shall remain the exclusive property of the FSMC and shall be returned to the FSMC immediately upon termination of the contract.

3. The SFA agrees that all proprietary computer software programs, marketing and promotional literature, and materials used by the FSMC on the SFA's premises in connection with the food services provided by FSMC under this contract shall remain the property of FSMC notwithstanding the fact that the SFA may have received a charge for the use of such proprietary materials in connection with the SFA's child nutrition program.
4. Upon termination of the contract, all use of trademarks, service marks, and logos owned by the FSMC or licensed to the FSMC by third parties shall be discontinued by the SFA, and the SFA shall immediately return to the FSMC all proprietary materials.
5. The FSMC acknowledges that during the course of this contract, the FSMC shall have access to business systems, techniques, and methods of operation developed at the expense of the SFA and the FSMC acknowledges that the assets belong to the SFA. The FSMC agrees to keep such information confidential and shall not disclose such information directly or indirectly during or subsequent to the term of this contract.

P. Term and Termination

1. This contract between the FSMC and SFA shall remain in force for one (1) year unless terminated sooner as provided herein. Options for yearly renewals may not exceed four (4) additional years.
2. If either party shall fail or be unable to perform or observe any of the terms or conditions of this contract for any reason other than excused performance reasons stated, the party claiming such failure shall give the other party a written notice of such breach. If, within thirty (30) calendar days from such notice the failure has not been corrected, the injured party may terminate the contract for cause, by giving sixty (60) calendar days written notice, or, in the case of the SFA, effect such other arrangements as the SFA deems desirable during the continuation of the FSMC's inability or failure to perform.
3. Neither the FSMC nor the SFA shall be responsible for any losses resulting from the failure to perform any terms or provisions of the contract, except for payments of monies owed, if the party's failure to perform is attributable to war, riot, acts of public enemies, or other disorders; strike or other work stoppage; fire; flood; or any other act not within the control of the party whose performance is interfered with, and which, by reasonable diligence, such party is unable to prevent. Any such occurrence shall be referred to as a "Force Majeure."
4. In the event of a Force Majeure, which interferes with the operation of the SFAs child nutrition program, upon request, the FSMC will take all reasonable steps to continue to provide service upon the terms and conditions satisfactory to the FSMC and SFA, and any guarantee provided therein shall be adjusted to account for lost gross receipts and any increase in the SFA's total child nutrition program costs.
5. In the event that the FSMC is not able to perform under this contract due to events beyond its reasonable control (i.e., strike, labor or material shortage, fire, flood, or other casualty or Acts of God), the SFA may, at their option, terminate this contract and assume control of the facilities, equipment, food, supplies, expendables, etc., necessary for the continued operation of the SFA's child nutrition program operation.

6. Notwithstanding any other provision of this contract, both parties shall be deemed to have retained any and all administrative, contractual, and legal rights and remedies to which they may be entitled.
7. The SFA agrees that if, upon being advised in writing by the FSMC that the FSMC's services are not returning a fair and equitable profit, the SFA and the FSMC fail to effectuate new financial arrangements within thirty (30) calendar days that rectify this problem, this contract may thereupon be terminated by the FSMC by giving sixty (60) days written notice to the SFA.
8. The SFA or FMSC may terminate this contract for convenience, subject to the relevant provisions of the South Carolina Consolidated Procurement Code (South Carolina Code of Laws, Title 11, Section 35, the South Carolina Code of Regulations, R.19-445, and the Procurement Compendium (currently Version 2.0.1 (June 2015)) and/or the SFA's local procurement code, as applicable.
9. In the event of a change in the funding from federal and/or state sources, the SFA reserves the right to terminate the contract in total or modify the terms and conditions as necessary.
10. The SFA may terminate this contract for breach/neglect as determined by the SFA when considering such items as failure to maintain and enforce required standards of sanitation, failure to maintain proper insurance coverage, failure to provide required information statements, failure to maintain quality of food and service at a level satisfactory to the SFA, or failure to comply with federal and state regulations. The SFA is the responsible authority without recourse to SCDE, USDA and any other associated government entities for the settlement and satisfaction of all contractual and administrative issues arising from the transaction. Such authority includes, but is not limited to, source evaluation, protests, disputes, claims, or other matters of contractual nature. Matters concerning violations of the law will be referred to the local, state, or federal authority that has proper jurisdiction.
11. Upon the termination or expiration of the contract, the FSMC shall, as soon thereafter as is feasible, vacate all parts of the premises occupied by the FSMC and return the premises to the SFA, together with all the equipment furnished by the SFA pursuant to this contract, in the same condition as when originally made available to the FSMC, excepting reasonable wear and tear, fire and/or other casualty loss.
12. In the event of default on the contract, the FSMC shall pay to the SFA the amount of the performance or surety bond.

Q. Additional Conditions

1. No oral interpretations of the RFP requirements shall be binding on the SFA. All changes in the RFP requirements shall be in writing and shall be issued in the form of an amendment to the RFP no less than five (5) calendar days prior to proposal opening.
2. By entering a response to this RFP, the FSMC certifies that the corporation, firm, or person is submitting a proposal/bid for the same materials, supplies, equipment, or services as specified in the RFP. The FSMC certifies that the proposal/bid is in all respects fair and without collusion or fraud. The FSMC certifies that they understand that collusive bidding is a violation of federal law and can result in fines, prison sentences, and civil damage awards.

3. Conflicts of interest, gratuities and kickbacks, or other inducements are prohibited. Any employee or any official of the SFA, elective or appointive, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money, or other things of value as an inducement or intended inducement in the procurement of business or the giving of business for, or to or from, any person, partnership, firm, or corporation, offering, bidding for, or in open market seeking to make sales to the SFA shall be deemed guilty of a felony, and upon conviction, such person or persons shall be subject to punishment of a fine in accordance with state and/or federal laws.
4. Contracts that permit receipts and/or expenses to accrue to the FSMC are prohibited.
5. The SFA reserves the right to accept and/or reject any and all proposals/bids in the best interest of the SFA. The FSMC agrees that only a fixed firm price contract shall be acceptable. Proposals that are submitted based on a “cost-plus-a-percentage-of-cost” or “cost-plus-a-percentage-of-income” basis are prohibited and will not be accepted.
6. Final acceptance of any contract as a result of response to this RFP shall be subject to approval by the South Carolina Department of Education. This approval requirement shall also extend to any future amendments that may constitute a material change to the contract, as well as the allowable contract renewals specified herein.

SECTION SIX – Required FSMC Proposal Format and Attachments

The FSMC shall submit a Letter of Intent stating that the offeror is qualified to operate a nonprofit school food service program as described herein. (Section A2–Scope and Purpose). The FSMC shall also submit a Firm Price Cost Summary (Attachment B). Both the letter and the Summary shall be signed by an individual who is authorized to commit the FSMC to a legally binding contract.

The FSMC shall submit with the proposal an assurance by a surety bond company authorized to do business in the State of South Carolina (Appendix C). The assurance is a statement from a surety company providing to the effect that the FSMC has the ability of obtaining a proper surety bond, if awarded the contract. If selected as the successful bidder and upon award of the contract, a performance bond will be issued in the amount of 10 percent of annual projected contract value, subject to increase at SFA discretion. Within five (5) days after signing the contract, the FSMC shall deliver to the SFA the executed performance bond payable to the SFA. The performance bond is held by the SFA as security for the faithful performance by the FSMC of all terms of the contract. FSMC’s performance bond shall be written on an annually renewable basis. The term of the bond shall be one year, and it may be extended by a Continuation Certificate.

The FSMC shall include a complete nutritional analysis of the 21-day menu cycle provided by the SFA in the RFP (Attachment D). The 21-day cycle menu developed by the SFA is included as part of the RFP (Appendix E).

The FSMC shall include detailed product descriptions and portions sizes that would be used with the 21-day menu cycle provided by the SFA (Attachment E).

The FSMC shall prepare a separate 21-day cycle menu to include reimbursable meals, à la carte items, promotional serving lines, and other creative options. Product descriptions and portion sizes for all meals must be included (Appendix F).

The FSMC shall describe a SFA marketing plan to be implemented and evaluated to increase the student, parent, and community understanding of the benefits of healthy eating habits and the contribution the school nutrition programs make to the nutrient needs of children (Appendix G).

The FSMC shall include a detailed training plan that explains how often training sessions will be conducted during the school year, for whom (managers, operators, cashiers, etc.) and what program areas the training will cover, and how evaluations will be used. A detailed transition plan will be provided for the FSMC's first year. Notwithstanding a higher minimum is required by USDA Professional Development guidelines, a minimum of ten hours training must be provided and documented for all child nutrition program employees on a yearly basis (Attachment H).

The FSMC shall include a list of additional supplies of expendable and non-expendable equipment that will be needed in order for the FSMC to perform the duties as required of this RFP (Attachment I).

The FSMC shall include a plan for forming an advisory council and for involving students and parents in the child nutrition program. The plan should include specific strategies for involvement and a time line (Attachment J).

The FSMC shall include with the response to this RFP a list of all National School Lunch Programs currently managed by the FSMC in the State of South Carolina. The FSMC shall also include all National School Lunch Programs managed in the past five years. The address, contact person, and phone number of each account shall be provided (Attachment K).

The profile of all FSMC's on-site personnel and corporate level staff to be assigned to this account shall be included in the response. The specific responsibilities or duties of each individual shall be outlined in the response. Experience in the operation and administration of the child nutrition programs is encouraged (Attachment L).

The FSMC shall include a balance sheet or annual report of the FSMC's last fiscal year of operation. Certification of this report by a Certified Public Accountant is required. The FSMC shall further disclose to the SFA any recent financial events or developments that are not represented in the above report. Any such information submitted shall be evaluated by the SFA to determine if the information could have a material effect on the FSMC's ability to successfully manage the SFA's child nutrition program (Attachment M).

By signing the contract, the FSMC assures the SFA that the FSMC has not been debarred from entering into contracts with the federal government or any entity receiving federal funds or suspended from entering contracts during a time when the vendor is being investigated for a legal action being taken to debar the vendor from contracting activities.

The FSMC shall sign a "Drug-Free Workplace" policy (Attachment N).

The FSMC shall sign a “Non-Collusion Affidavit” (Attachment O) and “Certificate of Independent Price Determination” (Attachment P).

The FSMC will include this document in its entirety as part of the FSMC’s response to the RFP. All documents presented by the FSMC, including the RFP/contract and all appendices, attachments, and exhibits will become part of the final contract.

SECTION SEVEN – Checklist for FSMC Attachments

The following information/documents shall be provided by the FSMC as part of the RFP

- | | |
|--|--|
| <input type="checkbox"/> Attachment A | Letter of intent |
| <input type="checkbox"/> Attachment B | Fixed firm price cost summary with original signature |
| <input type="checkbox"/> Attachment C | Potential contractor certification and surety bond assurance statement |
| <input type="checkbox"/> Attachment D | Nutritional analyses for 21-day cycle menu |
| <input type="checkbox"/> Attachment E | Product descriptions for menus/items on 21-day cycle menu |
| <input type="checkbox"/> Attachment F | 21-day cycle menu |
| <input type="checkbox"/> Attachment G | Marketing plan |
| <input type="checkbox"/> Attachment H | Training plan |
| <input type="checkbox"/> Attachment I | List of additional expendable and non-expendable equipment |
| <input type="checkbox"/> Attachment J | Plan for forming advisory council |
| <input type="checkbox"/> Attachment K | List of all SFAs where the FSMC is currently or has operated non-profit child nutrition programs in South Carolina within the last 5 years |
| <input type="checkbox"/> Attachment L | Client references |
| <input type="checkbox"/> Attachment M | Annual report of the FSMC's last fiscal year of operation |
| <input type="checkbox"/> Attachment N | Drug-free workplace policy |
| <input type="checkbox"/> Attachment O | Non-collusion affidavit and certification regarding lobbying |
| <input type="checkbox"/> Attachment P | Certificate of independent price determination |
| <input type="checkbox"/> | |

Attachment A

LETTER OF INTENT

FSMC shall submit a letter of intent stating how they are qualified to operate a nonprofit school food service program.

Attachment B**FIXED FIRM PRICE COST
SUMMARY**

Name of FSMC Submitting Proposal: _____

Mailing Address: _____

Telephone: _____

Date Submitted: _____

Total Firm, Fixed Price Cost:** \$ _____Note:** No additional fees, costs, or expenses may be charged to the SFA above the total, firm, fixed price cost.

Addenda Numbered _____ through _____ were received prior to my signing this proposal.

I certify by my signature below that the per meal prices quoted in this proposal are correct and that I have the authority to obligate the company to perform under the conditions outlined in the RFP.

I certify by my signature below that as authorized representative of the FSMC, I certify that FSMC is qualified to submit a proposal/bid as indicated in the RFP and accept the basis for selection of an FSMC.

Signature:
Print or Type Name:
Title:
Telephone:
e-mail:
Date:

Attachment C**POTENTIAL CONTRACTOR CERTIFICATION AND SURETY BOND ASSURANCE****Date Proposal Submitted:** _____**Name of Firm Submitting Proposal:** _____**Mailing Address:** _____

Telephone: _____ **Fax:** _____

I certify by my signature below that the Management Fee and Per Meal Equivalent Guarantee quoted in this proposal are correct and that I have the authority to obligate the company to perform under the conditions outlined in this RFP.

Signature: _____**Print or Type Name:** _____**Title:** _____**Telephone:** _____ **Date:** _____

SURETY BOND COMPANY**1. Name:** _____**Address:** _____

2. Authorized in South Carolina Yes _____ No _____**Please include the Surety Bond Document Assurance Statement.**

Attachment D

**TWENTY-ONE DAY CYCLE MENU
NUTRITIONAL ANALYSES FOR NSLP AND SBP
(TO BE PROVIDED BY FSMC FOR RFP)**

Attachment E

PRODUCT DESCRIPTIONS AND CN LABEL PRODUCTS
(TO BE PROVIDED BY FSMC FOR RFP)

Must Meet the Following Minimum Food Specifications**Meats/Seafood: All meats, meat products, poultry, poultry products, and fish shall be government inspected.**

- Beef, lamb, and veal shall be USDA Grade Choice or better.
- Beef must be at least 75:25 lean to fat, preferably 80:20 lean to fat.
- Pork shall be US No. 1 or US No. 2.
- Poultry shall be US Government Grade A.
- Seafood shall be top grade; frozen fish must be a nationally distributed brand. All fish must also have been inspected by the United States Department of Commerce (USDC) and meet minimum flesh and batter/breading requirements for a USDC Grade A product or a product packed under federal inspection (PUFI) by the USDC.

Dairy Products: All dairy products shall be government inspected.

- Fresh eggs, USDA Grade A or equivalent
- Frozen eggs, USDA inspected
- Milk pasteurized Grade A

Fruits and Vegetables

- Fresh fruits and vegetables selected according to written specifications for freshness, quality, and color—US Grade A Fancy.
- Canned fruits and vegetables selected to requirements US Grade A Choice or Fancy (fruit to be packed in light syrup or natural juices).
- Frozen fruits and vegetables shall be US Grade A Choice or better.

Baked Products

- Breads, rolls, cookies, pies, cakes, and pudding either prepared or baked on premises or purchased on a quality level commensurate with USDA breakfast and lunch requirement, as applicable.

Staple Groceries

- Staple groceries to be a quality level commensurate with previously listed standards.

NOTE: Where vendors are available, all reasonable efforts will be made to bid all bread and milk locally to ensure highest quality for lowest cost.

All products purchased above under the “private label” brand from a food service distributor shall be at first quality or better.

Attachment F

**21-DAY CYCLE MENU INCLUDING PRODUCT DESCRIPTIONS, NUTRITIONAL
ANALYSES, AND SERVING SIZES
(To be completed by FSMC)**

MARKETING PLAN

Describe your marketing plan in detail:

Include in your response the answers to the following questions:

- 1. How will this plan be evaluated?**
- 2. How will this plan benefit the nutritional needs of the students?**

Attachment H

TRAINING PLAN

Describe your training program for managers and operators that will occur before and after the beginning of the school year. Indicate program areas it will cover, how they will be evaluated, and alignment to USDA Professional Development guidelines. Outline with dates and activities of your transition plan first year of operations.

Attachment I

**LIST OF ADDITIONAL EXPENDABLE AND NON-EXPENDABLE EQUIPMENT
(To be completed by the FSMC)**

Attachment J

**PLAN FOR IMPLEMENTING AN ADVISORY COUNCIL
AND
INVOLVING STUDENTS AND PARENTS**

ADVISORY COUNCIL MEETING DOCUMENTATION FORM
(SUGGESTED FORM TO BE MAINTAINED BY FSMC)

DATE: _____

PLACE: _____

AGENDA: (CAN ATTACH AGENDA)

PERSONS ATTENDING: (CAN ATTACH LIST)

COMMENTS: _____

REQUESTS: _____

RESULTS OF ADVISORY BOARD ACTIVITIES: _____

SIGNATURE: _____

Attachment K

List of all SFAs where the FSMC is currently or has operated the non-profit child nutrition programs in South Carolina within the last five years.

Attachment L**CLIENT REFERENCES**

Organization Name	Total Years of FMSC Experience	Total Years of CNP Experience	Contact Person	Address	Phone	Years of Operation in the SFA	Number of Schools Serviced

The evaluation committee may contact, by telephone or personal visit, an equitable and reasonable number of references for each responsive offeror. A subcommittee can be appointed to accomplish this task and to report the results in a documented manner to all other evaluators for consideration. However, it is permissible for the reference checks to be performed by one individual if this is the desire of the evaluation committee members. A written questionnaire is usually developed, identifying the reference and questions to be asked of the various references. A brief summary of the answers is then recorded on the form. Upon completion, evaluator(s) sign the document and report the information to all other evaluators.

Attachment M

Annual Report of the FSMC's Last Fiscal Year of Operation

Attachment N**INSTRUCTIONS FOR CERTIFICATION FOR DRUG-FREE WORKPLACE**

1. By signing and submitting this form, the grantee is providing the certification set out on pages 1 and 2.
2. The certification set out on pages 1 and 2 is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award and there is no application, the grantee must keep the identity of the workplace(s) on the file in this office and make the information available for federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or state highway department while in operation, state employees in each local unemployment office, performers in concert halls or radio studios).
5. If the workplace identified in the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s).
6. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:
 - **Controlled substance** means a controlled substance in Schedules I through V of the Controlled Substances Act (21 USC 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15).
 - **Conviction** means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
 - **Criminal drug statute** means a federal or non-federal criminal statute involving manufacture, distribution, dispensing, use, or possession of any controlled substance.
 - **Employee** means the employee of a grantee directly engaged in the performance of work under a grant, including (1) all "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Rock Hill Schools – York #3**GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE**

This part carries out the portion of the Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq., as amended) that applies to grants. It also applies the provisions of the Act to cooperative agreements and other financial assistance awards, as a matter of federal government policy. 7 CFR Part.400 requires the awarding official to obtain each recipient's agreement, as a condition of the award, to comply with the requirements of Subpart B and C of this regulation. 7 CFR Part 3021.200 through 3021.300 provides specific requirements that must be followed.

- A. There are two requirements if you are a recipient other than an individual.
 1. Must make a good faith effort, on a continuing basis, to maintain a drug-free workplace by
 - (a) publishing a drug-free workplace statement and establish a drug-free awareness program as per 7CFR 3021.205 through 3021.220);
 - (b) taking actions concerning employees who are convicted of violating drug statutes in the workplace (7 CFR 3021.225); and
 - (c) identifying all known workplaces under your federal awards (7CFR 3021.230).
 2. The drug-free workplace statement must
 - (a) tell your employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in your workplace;
 - (b) specify the actions you take against employees for violating that prohibition;
 - (c) let each employee know that, as a condition of employment under any award, he or she
 - (1) will abide by the terms of the statement; and
 - (2) must notify you in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace and must do so no more than five calendar days after the conviction; and
 - (d) must require that a copy of the statement described in 7 CFR 3021.205 be given to each employee who will be engaged in the performance of any federal award.
- B. The grantee must publish the drug-free workplace statement and establish a drug-free awareness program. If the grantee is a new recipient and does not currently have a policy statement as described in 7 CFR 3021.205 and an ongoing awareness program as described in 7 CFR 3021.215, the recipient must publish the statement and establish the program by the time listed below:
 1. If the performance period of the award is less than 30 days, the you must have the policy statement and program in place as soon as possible, but before the date on which performance is expected to be completed.
 2. If the performance period of the award is 30 days or more, then you must have the policy statement and program in place within 30 days after award.
 3. If you believe there are circumstances that will require more than 30 days for you to publish the policy statement and establish the awareness program, then you may ask the Department of Agriculture awarding official to give you more time to do so. The amount of additional time, if any, to be given is at the discretion of the awarding official.
- C. There are two actions that must be taken if an employee is convicted of a drug violation in the workplace, as per Part 3021.225:
 1. First, you must notify federal agencies if an employee who is engaged in the performance of an award informs you about a conviction, as required by 7 CFR 3021.205(c)(2), or you otherwise learn of the conviction. Your notification to the federal agencies must:
 - (a) be in writing;
 - (b) include the employee's position title;
 - (c) include the identification number(s) of each affected award;

- (d) be sent within ten calendar days after you learn of the conviction, and
 - (e) be sent to every federal agency on whose award the convicted employee was working. It must be sent to every awarding official or his or her official designee, unless the federal agency has specified a central point for the receipt of the notices.
2. Second, within 30 calendar days of learning about an employee's conviction, you must either:
- (a) take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, or
 - (b) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- D. The grantee must identify all known workplaces under each Department of Agriculture award. A failure to do so is a violation of your drug-free workplace requirements as contained in 7 CFR 3021.230. The grantee may identify the workplaces.
- 1. To the Department of Agriculture official making the award, either at the time of application or upon award; or
In documents that you keep on file in your offices during the performance of the award, in which case you must make the information available for inspection upon request by Department of Agriculture officials or their designated representatives. Your workplace identification for an award must include the actual address of buildings (or parts of buildings) or other sites where work under the award takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or state highway department while in operation, state employees in each local unemployment office, performers in concert halls or radio stations).
 - 2. If you identified workplaces to the Department of Agriculture awarding official at the time of application or award, as described in paragraph 1.(a) of this section, and any workplace that you identified changes during the performance of the award, you must inform the Department of Agriculture awarding official.
- E. As an individual recipient according to 7 CFR 3021.300, an individual recipient must agree that
- 1. They will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity related to the award; and
 - 2. If you are convicted of a criminal drug offense resulting from a violation occurring during the conduct of any award activity, you must report the conviction
 - (a) In writing.
 - (b) Within 10 calendar days of the conviction.
 - (c) To the Department of Agriculture awarding official or other designee for each award that you currently have, unless 7 CFR 3021.301 or the award document designates a central point for the receipt of the notices. When notice is made to a central point, it must include the identification number(s) of each affected award.
- Check ☐ if there are workplaces on file that are not identified here.

 Organization Name

 Award Number or Project Name

 Name and Title of Authorized Representative

 Signature

 Date

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This non-collusion affidavit is material to any contract awarded pursuant to this bid.
2. This non-collusion affidavit must be executed by the member, officer, or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval, or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the affidavit has the meaning commonly associated with that term in the bidding process and includes the knowing submission of bids higher than the bid of another firm, an intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an affidavit in compliance with these instructions will result in disqualification of the bid.

NON-COLLUSION AFFIDAVIT

State of _____:

Contract/Bid No.: _____:

County of _____:

I state that I am _____ of _____ and that I am _____
(Title) (Name of Firm)

(Title)

(Name of Firm)

authorized to make this affidavit on behalf of my firm and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- The price(s) and amount of this bid have been arrived at independently and without consultation, communication, or agreement with any other contractor, bidder, or potential bidder.
- Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- The bid of my firm has been made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.

_____, its affiliates, subsidiaries, officers, directors, and employees are not
(Name of my Firm)

(Name of my Firm)

currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

NON-COLLUSION AFFIDAVIT (continued)

(Name of my Firm)

state that _____ understands and acknowledges
that the above representations are material and important and will be relied on by
_____ in awarding the contract (s) for which this bid is submitted.
(Name of Public Entity)

I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent
concealment from _____ of the true facts relating to submission of bids
_____ of the true facts relating to submission of bids
for this contract.
(Name of Public Entity)

(Name and Company Position)

SWORN TO SUBSCRIBED

BEFORE ME THIS _____ DAY
OF _____, 20____

NOTARY PUBLIC

My commission expires: _____

**Rock Hill School District Three
Certification Regarding Lobbying**

Applicable to Grants, Sub-grants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal funds. Contractors that apply or bid for such an award must file the required certification.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of the School Food Authority referenced above in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of the School Food Authority referenced above in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" (next document in RFP Appendix O), in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

Name/Address of Offeror Organization

Printed Name/Title of Submitting Official

Signature and Date

Attachment O

Approved by OMB No. 0348-0046

DISCLOSURE OF LOBBYING ACTIVITIES

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

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: Prime _____ Subawardee _____ Tier _____, if known: Congressional District, If known:		5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, If known:
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable:	
8. Federal Action Number, If known:	9. Award Amount, If known: \$	
10. a. Name and Address of Lobbying Registrant <i>(If individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(Including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

Attachment O**INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered federal action.
2. Identify the status of the covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred, Enter the date of the last previously submitted report by this reporting entity for this covered federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award receipt. Identify the tier of the sub-awardee (e.g., the first sub-awardee of the prime is the 1st tier). Sub-awards include but are not limited to subcontracts, subgrants, and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state, and zip code of the prime federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the federal program name or description for the covered federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate federal identifying number available for the federal action identified in Item 1 (e.g., Request for Proposal (RFP) number; invitation for bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the federal agency). Include prefixes (e.g. "RFP-DE-90-001").
9. For a covered federal action where there has been an award or loan commitment by the federal agency, enter the federal amount of the award/loan commitment for the prime entity identified in Item 4 or 5.
10. (a) Enter the full name, address, city, state, and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in Item 4 to influence the covered federal action.
 (a) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Certifying official shall sign and date the form, print his or her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Attachment P**CERTIFICATE OF INDEPENDENT PRICE DETERMINATION**

- (A) By submission of this offer, the offeror certifies and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:
- (1) The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor.
 - (2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening in the case of an advertised procurement, or prior to award in the case of negotiated procurement, directly or indirectly to any other offeror or to any competitor.
 - (3) No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit, an offer for the purpose of restricting competition.
- (B) Each person signing this offer certifies that he or she is responsible within that organization for the decision as to the prices being offered herein and that he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or

He or she is not the person in the offeror's organization responsible within that organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to (A)(1) through (A)(3) above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.

Signature of Vendor's Authorized Representative

Date

Title

In accepting this offer, the sponsor certifies that the sponsor's officers, employees, or agents have not taken any action that may have jeopardized the independence of the offer referred to above.

Signature of Authorized Sponsor Representative

SECTION EIGHT – CONTRACT AUTHORIZATION*

**Contract authorization must be submitted to SCDE with entire FSMC response and proof of school board approval.*

The offeror certifies that the FSMC shall operate in accordance with all applicable state and federal regulations. The offeror certifies that all terms and conditions within the RFP shall be considered a part of the Contract as if incorporated therein.

No modifications or changes may be made to this Contract without full consent of all signatories. Any additions or changes to the Contract that change or negate the mandatory portions of the contract as written will automatically invalidate the contract.

This Contract shall be in effect for one year and may be renewed by mutual agreement for four (4) additional one-year periods.

All signatures must be original and must be in place prior to the commencement of any contractual work.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed by their duly authorized representatives.

ATTEST:

SCHOOL FOOD AUTHORITY:

Name of SFA

Signature of Authorized Representative

Typed Name of Authorized Representative

Title

Date Signed

ATTEST:

FOOD SERVICE MANAGEMENT COMPANY

Name of FSMC

Signature of Authorized Representative

Typed Name of Authorized Representative

Title

Date Signed

FOOD SERVICE MANAGEMENT COMPANY (FSMC) CONTRACT RENEWAL AGREEMENT**Rock Hill Schools – York #3****Contract Period: July 1, 2017 through June 30, 2018**

Rock Hill Schools – York #3 hereafter called “SFA” and [REDACTED], hereinafter called “FSMC”, hereby agree that the FSMC will operate the child nutrition program for the SFA during the period of July 1, 2018 through June 30, 2019.

This renewal agreement is constituted by the SFA’s acceptance of the FSMC’s response to the SFA’s original Request for Proposal and Subsequent Contract effective July 1, 2018. The FSMC agrees to comply with all parts of the SFA’s Request for Proposal and Subsequent Contract.

The base Firm Price meal rate fee for the 2018-2019 school year will be \$[REDACTED], which includes the FSMC’s management fee and the value of United States Department of Agriculture (USDA) Donated Foods as supplied by the SFA and used by the FSMC for the applicable USDA Child Nutrition Programs. If applicable based on the Contract, the FSMC agrees to pay the SFA the sum of \$[REDACTED] for costs identified during this period as “indirect cost” in the Contract. If applicable based on the Contract, the FSMC Surplus Guarantee to the SFA during this period will be \$[REDACTED], which is the amount originally specified in the Contract.

In addition, the FSMC may receive an additional \$0.06 per reimbursable student lunch conditional upon the FSMC providing reimbursable lunch and breakfast meals that meet the current Food-Based meal pattern and nutrition standards required by the USDA for all schools identified by the SFA in the Contract that have been certified and validated by the South Carolina Department of Education (SCDE). However, if the lunch and breakfast meals do not meet these standards as determined by the USDA, SCDE, or any other government entity with monitoring authority, the FSMC shall reimburse the SFA in the amount equal to the sum of all meal rate fee(s) paid to the FSMC from the date of implementation of the meal rate fee through the date of such determination.

The following supporting documents must be included with and become part of this renewal agreement:

1. A copy of any amendments, subcontracts, letter agreements, or other relevant documentation pertaining to the Contract which has not previously been furnished to SCDE;
2. An amended list of schools, if the SFA has added/deleted schools to/from the Contract;
3. Documentation through cost or price analysis supporting a request for an increase in the meal rate fee charged by the FSMC. The average percentage increase in the “food away from home” series of the Consumer Price Index from April 2017 to April 2018 is xx%. This is the maximum percentage of increase that will be approved.
4. A copy of FSMC’s current certificate of liability insurance coverage naming the SFA as the certificate holder and/or additional insured; and
5. A copy of the performance bond or performance bond continuation certificate for the period of July 1, 2018 through June 30, 2019 in the amount of 10% of the annual Contract value.

No modifications or changes shall be made to this Contract without full consent of all signatories. Any additions or changes to the Contract that change or negate the mandatory portions of the Contract as written shall automatically invalidate the Contract.

ATTEST:**SCHOOL FOOD AUTHORITY
(SFA)**

	Name of SFA
Witness	Signature of Authorized Representative
	Printed Name of Authorized Representative
	Title
	Date

ATTEST:**FOOD SERVICE MANAGEMENT COMPANY
(FSMC)**

	Name of FSMC
Witness	Signature of Authorized Representative
	Printed Name of Authorized Representative
	Title
	Date

SECTION NINE – RFP Evaluation Criteria and Guidance

GENERAL GUIDANCE FOR ESTABLISHING RFP EVALUATION CRITERIA

The SFA must determine evaluation criteria in advance, to include what percentage/points (total of 100 percentage/points) will be given for each category when comparing proposals. USDA mandates that price/cost **MUST** be the primary criteria. This means price/cost must have the most weight of all categories.

If the SFA is subject to the South Carolina Consolidated Procurement Code (South Carolina Code of Laws, Title 11, Chapter 35), Section 11-35-1528 (5) requires that price/cost cannot be weighted at less than sixty (60) percent. If the SFA's local procurement code is more restrictive, then the local procurement code must be followed.

If the SFA is not subject to the South Carolina Consolidated Procurement Code, refer to the local SFA procurement code for guidance and parameters. If a local code is silent, it is recommended (but not required) that price/cost be weighted at a minimum of fifty (50) percent.

Other evaluation criteria may include, but is not limited to those found on the RFP EVALUATION SCORE SHEET. Beyond the requirements referenced above, the SFA has discretion in selecting and weighting the criteria. However, USDA regulations prohibit prior direct experience between a SFA and a FSMC from being used as a specific evaluation criterion.

Once published in the RFP, the SFA must not change or bypass the evaluation criteria.

SUGGESTED COMPOSITION OF THE RFP EVALUATION COMMITTEE

At a minimum, the committee should include at least one member from each of the following categories:

- SFA administration (superintendent, finance/business official, procurement officer, staff attorney)
- School principal and/or assistant principal
- SFA child nutrition program director/supervisor (if unavailable, from a similar sized SFA)
- Teacher and/or other school-level personnel
- Other stakeholders (school board representative, school nurse, registered dietician, wellness policy committee representative, School Nutrition Association of South Carolina member, etc.)
- South Carolina Department of Education representative (Non-Voting)

List Names and Titles of Evaluation Committee Members

Member Name	Title
Diana Fitzgerald	Food Service Coordinator
Buddy King	High School Asst. Principal
Gwen Lindsey	Middle School Asst. Principal
Pat Maness	Elementary School Principal
Sadie Kirell	Coordinator of Nursing
Vonn Overcash	Food Service Manager
Darlene Richards	Food Service Manager
Kevin Wren	Director of Safety and Security
Michael Cox	Custodial Services Manager

EVALUATION COMMITTEE GUIDANCE

The SFA's procurement officer or other acceptable appointee serves as the chairperson of the evaluation committee. The chairperson must address the following areas before the evaluation process begins.

1. **CONFLICT OF INTEREST**—No member of the evaluation committee may be an agent for, employee of, associated or affiliated with an FSMC in any manner. Additionally, no conflict of interest shall exist for any member of the evaluation committee (i.e., (1) part ownership in any company submitting an offer, (2) immediate family member works for or has part ownership in any company submitting an offer, and/or (3) any other reason why a member of the evaluation committee cannot give an impartial evaluation).
2. **INDEPENDENT EVALUATION**—Each member of the evaluation committee must score each and every proposal independently.

For emphasis in understanding and rating proposals, it is suggested that proposals be read and rated a second time. (First reading check against RFP requirements; second reading should be more comprehensive.)

After all proposals are scored, a committee meeting will be held for the purpose of general discussions prior to finalizing scores in ink and making an award. All information is confidential until such time as an award is issued.

3. **NONRESPONSIVE PROPOSAL**—Proposals not complying with all essential requirements will be considered non-responsive and therefore rejected. Evaluation (scoring) will not be performed. The procurement official is responsible for any final determination of responsiveness. (Check responses against requirements of the RFP. Read and be prepared to discuss if considered non-responsive.)
4. **RATING STRUCTURE**—Subject to the provision referenced herein, the evaluation points for each award criteria are as selected by the SFA and indicated on the evaluation sheet.
5. **COST (“per meal equivalent guarantee”)**—The points for the price/cost section of the evaluation will be figured by a SFA official as specified in this section. The evaluation committee should initially evaluate all proposals without consideration of cost. The per meal equivalent guarantee is to be calculated using the lowest per meal equivalent guarantee submitted by any offeror divided by the per meal equivalent guarantee offered by the specific FSMC being evaluated. That result shall then be multiplied by the weighted amount to obtain the maximum points to be awarded.
6. **DOCUMENTATION OF SCORING**—Evaluation committee members may support their reasoning for discussions and scoring with appropriate documentation or notes. Any such documentation or notes must be made on a separate work sheet for each offeror. Work sheets and evaluator's notes will not be taken up or become a part of the file. Evaluative documents predecisional in nature containing technical evaluations and recommendations are exempted from public disclosure so long as the contract award does not expressly adopt or incorporate those evaluative documents reflecting the predecisional deliberations. Do not write in the proposals or on the final score sheets, which when turned in, become part of the procurement file.
7. **ORAL PRESENTATION**—The committee may request an oral presentation from offerors. In that event, all qualified offerors must be afforded the opportunity to give oral presentations. Presentations made by the FSMCs shall be confidential. Discussions must not be held with anyone other than the procurement official or the other evaluation committee members while in an officially called evaluation committee meeting. All information is confidential until such time as an award is issued.
8. **PROTEST HEARING**—All decisions by the committee are subject to protest. Each member and/or the entire committee may be called upon to explain or defend their individual ratings.

RFP EVALUATION SCORING SHEET

SFA Name: _____

Evaluator Name: _____

Name of FSMC: _____

Evaluation Criteria	Maximum Score	FSMC Score
Per Meal Guarantee (see guidance notes for requirements)	40	
Quality and variety of menus (including product specifications and nutrient analysis)	30	
Capacity and experience of FSMC (includes total business experience, as well as experience with similar size SFAs and schools, to include references)	15	
Financial condition/stability and business practices Accounting and reporting systems	5	
Experience of proposed on-site management team (includes total business experience, as well as experience with similar size SFAs and schools)	(Included in the Capacity and experience of FSMC)	
Personnel management and professional standards plan	5	
Quality and variety of food procurement specifications	(Included with Quality and variety of menus)	
Promotion/marketing plan	5	
Involvement of students, staff, and parents		
Other criteria as specified by SFA		
Total	100	

I certify that I have read the evaluation committee guidance, reviewed each offeror's proposal in its entirety, and completed a scoring sheet for each proposal.

I understand that all scoring sheets shall be retained by the SFA and made available for public review in the event of a protest or audit.

Any employee or any official of the SFA, elective or appointive, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money, or other things of value as an inducement or intended inducement in the procurement of business or the giving of business for, or to or from, any person, partnership, firm, or corporation offering, bidding for, or in open market seeking to make sales to the SFA shall be deemed guilty of a felony, and upon conviction, such person or persons shall be subject to punishment or a fine in accord with state and/or federal laws.

Signature_____
Date

EVALUATION COMMITTEE CHECKLIST

SFA Name: _____

Evaluator Name: _____

Name of FSMC: _____

Provided:	YES	NO
A. The FSMC submitted with the request for proposal an assurance, by a surety bond company authorized to do business in the State of South Carolina, that if selected as the successful bidder and upon award of the contract, the successful bidder has the ability to obtain a performance bond in the amount of 10% of annual projected contract value, subject to increase at SFA discretion. Within ten (10) days of the execution of the contract, the FSMC shall deliver to the SFA the executed performance bond payable to the SFA. The performance bond is held by the SFA as security for the faithful performance by the FSMC of all terms of the contract. Amount: \$ _____		
B. The FSMC included with the response to this RFP a written list by school of what the offeror considers adequate supplies of expendable and non-expendable equipment.		
C. The FSMC included with the response to the RFP product specifications for all food items necessary to prepare the menu cycles. The product identifications shall be in sufficient detail for the SFA to determine the quality and portion size (if applicable) of all food to be purchased under the contract. Nutritional analyses of all menus in the 21-day cycle are included.		
D. The FSMC included a detailed training plan that explains how often training sessions will be conducted during school year and for whom (managers, operators, cashiers, etc.), and what program areas the training will cover and how evaluations will be used. FSMC described training that will be provided during transition period. Plan: Timeframe/Schedule: Evaluation: Transition Plan: Alignment to USDA Professional Development Standards:		
F. The FSMC provided per meal charge(s). A written explanation of how meal equivalents will be determined by the FSMC from schools' daily revenue and participation is included.		
G. Other (to be specified by SFA)		
Each member of the evaluation committee must complete a score sheet and an evaluation checklist for each responsive RFP. If formal presentations are being used, the evaluation checklists for each responsive RFP should be completed prior to the scheduled verbal presentations. Items to be included in the response to the RFP must be evaluated by each committee member. A final score sheet will be completed by each committee member when oral presentations are provided by potential offerors. (See Evaluation Committee Guidance.) Total the number of "YES" and "NO" answers: _____ TOTAL Signature: _____ Date: _____		

SECTION TEN – UNALLOWABLE CONTRACT PROVISIONS

The following indicate problem areas that have been identified in SFA-FSMC contract documents. The contract documents must be thoroughly checked, regardless of the procurement method used, to ensure that these areas have not been included, in any form. Indicate with a check mark (✓) in each block that the review of the document(s) indicates that there are no such provisions in the reviewed document(s), unless specified below.

Check (✓) as described above.

- ☐ 1. **Cost Plus a Percentage of Cost/Income**—cost plus a percentage of cost/income to the FSMC, however represented.
- ☐ 2. **Duplicate Fees**—fee structures that permit a FSMC to bill management fees and charge the same costs as cost-reimbursable expenses.
- ☐ 3. **Purchasing**—if the SFA does the purchasing, clauses that limit the selection of vendors to only FSMC-approved vendors. (FSMC may not serve as a vendor.)
- ☐ 4. **Acceleration Clause**—provisions (multi-year) that require full payment (e.g., program equipment purchases) if the contract is not re-negotiated.
- ☐ 5. **Interest Payments**—interest payments to the contractor, however represented, including interest payments for equipment purchases.
- ☐ 6. **Guaranteed Return**—“guaranteed return” provisions unless the “return” remains in the nonprofit school food service account. “Returns” cannot be contingent upon multi-year contract duration.
- ☐ 7. **Delegation of SFA Responsibilities**—FSMC responsibility for any of the functions that must be retained by the SFA.
- ☐ 8. **Automatic Renewal**—provisions which automatically renew the contract.
- ☐ 9. **Processing Contracts**—contract document language that permits the FSMC to subcontract USDA foods for further processing.
- ☐ 10. **USDA Food Rebates, Prepayment or Other Procurement Bonuses, Special Promotions**—contract document language that permits such rebates, special promotions, or other financial purchasing incentives to accrue to the FSMC or any other entity besides the SFA’s nonprofit child nutrition program.

For the item(s) above not checked (✓), indicate item number(s) with corresponding page number(s) of document(s) where provision(s) appears.

Item Number(s)	Page Number(s)
<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>
<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>
<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>

SECTION ELEVEN – Monthly Consolidated Invoice Template

Remit Check To: _____

DATE: _____

INVOICE #: _____

Program Name: _____ **Calendar Month** _____ **Year:** _____

DESCRIPTION	# OF MEAL EQUIVALENTS	RATE	REIMBURSEMENT AMOUNT DUE
(SSO)/(SFSP)			
BREAKFAST: (Three Breakfast = Two Lunches 3/2 Ratio or .66 Conversion Factor)			
Student Meals	_____ X	_____ =	_____
Adult Meals	_____ X	_____ =	_____
In-kind Meals	_____ X	_____ =	_____
À la Carte Divided By Free Lunch Reimbursement + USDA Foods Value Per Meal	_____ X	_____ =	_____
BREAKFAST TOTAL	_____		\$ _____
(SSO)/(SFSP)			
II. LUNCH:			
Student Meals	_____ X	_____ =	_____
Adult Meals	_____ X	_____ =	_____
In-kind Meals	_____ X	_____ =	_____
À la Carte Divided By (Free Lunch Reimbursement + 6 Cents Performance Funding + Value of USDA Foods)	_____ X	_____ =	_____
LUNCH TOTAL:	_____		\$ _____

(SSO)/(SFSP)

III. AFTERSCHOOL SNACK PROGRAMS: (DIVIDED BY 3)

Student Meals _____ X _____ = \$_____

DESCRIPTION	# OF MEAL EQUIVALENTS	REIMBURSEMENT AMOUNT DUE
-------------	--------------------------	-----------------------------

IV. BREAKFAST, LUNCH, & AFTERNOON SNACKS _____ \$_____

V. LESS DONATED FOODS RECEIVED	\$_____
LESS DISTRICT PAYROLL	\$_____
LESS DISTRICT FRINGE BENEFITS	\$_____
LESS DISTRICT INDIRECT COST	\$_____

VI. TOTAL TO BE REMITTED: \$_____

The SFA will use this billing format for child nutrition program contract purposes.

A separate firm-price cost invoice shall be provided to the SFA for each special food service functions requested and provided by FSMC.

SECTION TWELVE – List of Potential Offerors

(Updated January 2017)

Aramark

Andre' Obendorfer, Director of Business Development
501 Indian Run Road
Glenmoore, PA 19343
Cell (610) 637-4114
obendorfer-andre@aramark.com
www.aramark.com

Chartwells, Inc.

Peggy Luther, Regional Director
7092-B Howard Street
Spartanburg, South Carolina 29322
(864) 253-9567
Peggy.luther@compass-usa.com
www.chartwellsk12.com

Metz Culinary Management

Dave Pisarchik, District Manager - Business Development
1124 Norwood Street
Johnstown, PA 15904
(814) 242-6283
Cell (814) 242-6283
Fax (570) 675-0919
davep@metzcorp.com
www.metzculinary.com

The Nutrition Group

Lyle Kerrick, Regional Sales Director
1706 Bloom Road
Danville, PA 17821
(570) 284-4549
Cell (570) 760-4548
Fax (570) 714-8176
lkerrick@thenutritiongroup.biz
www.thenutritiongroup.biz

Preferred Meal Systems, Inc.

David Jones, Contract Administrator
5240 St. Charles Road
Berkeley, IL 60163
(708) 318-2500 x 9968
David.jones@preferredmeals.com
www.preferredmeals.com

SFE

Jason Bass, Director of Business Operations
950 Harrington Road, Suite C229
Lawrenceville, GA 30044
(678) 615-8509
jason.bass@sfelc.org
www.sfelc.org

SLA Management, LLC

Brian Albertson
3217 Corrine Drive
Orlando, FL 32803
(407) 740-7677
b.albertson@slamgmt.com
www.slamgmt.com

Sodexo Management Services

Chas Harris, Director of Business Development
8985 Winding Way
Germantown, TN 38139
Cell (901) 846-8316
chas.harris@sodexo.com
www.sodexousa.com

LIST OF SCHOOLS/DESCRIPTION

(To be completed by the SFA)

APPENDIX A

Site or School	Address	Grade Levels	ADM	ADP	Beginning and Ending Times of Meal Service		
					Breakfast	Lunch	Snack
Bellevue Elementary School	501 Bellevue Road Rock Hill, SC 29730	Pk-5	514	354	7:00AM- 7:40AM	10:30AM- 12:45PM	2:45pm
Castle Heights Middle School	2382 Firetower Road Rock Hill, SC 29730	6-8	867	514	7:45AM- 8:30AM	11:30AM- 1:30PM	
The Children's School at Sylvia Circle Changing to PK/Headstart Jan 18, 2018	929 Sylvia Circle Rock Hill, SC 29730	PK-5 PK/Headstart	350	188	7:00AM- 7:40AM	10:30AM- 12:45PM	2:45pm
Dutchman Creek Middle School	4757 Mount Gallant Road Rock Hill, SC 29732	6-8	1007	459	7:45AM- 8:30AM	11:30AM- 1:30PM	
Ebenezer Elementary School	242 Ebenezer Road Rock Hill, SC 29730	PK-5	340	259	7:00AM- 7:40AM	10:30AM- 12:45PM	2:45pm
Ebinport Elementary School	2142 India Hook Road Rock Hill, SC 29732	K-5	626	361	7:00AM- 7:40AM	10:30AM- 12:45PM	2:45pm
Finley Road Elementary School	1089 Finley Road Rock Hill, SC 29730	K-5	432	310	7:00AM- 7:40AM	10:30AM- 12:45PM	2:45pm
Flexible Learning Center	1234 Flint Street Ext Rock Hill, SC 29730	5-12			7:45AM- 8:30AM	11:30AM- 1:30PM	
Independence Elementary School	132 West Springdale Road Rock Hill, SC 29730	K-5	574	370	7:00AM- 7:40AM	10:30AM- 12:45PM	2:45pm
Lesslie Elementary School	240 Neely Store Road Rock Hill, SC 29730	K-5	341	193	7:00AM- 7:40AM	10:30AM- 12:45PM	2:45pm
Mount Gallant Elementary School	4664 Mount Gallant Road Rock Hill, SC 29732	K-5	513	270	7:00AM- 7:40AM	10:30AM- 12:45PM	2:45pm
Mount Holly Elementary School	1800 Porter Road Rock Hill, SC 29730	K-5	541	330	7:00AM- 7:40AM	10:30AM- 12:45PM	2:45pm
Northside Elementary School	840 Annafrel Street Rock Hill, SC 29730	K-5	551	375	7:00AM- 7:40AM	10:30AM- 12:45PM	2:45pm
Northwestern High School	2503 West Main Street Rock Hill, SC 29732	9-12	2012	606	7:45AM- 8:30AM	11:30AM- 1:30PM	

LIST OF SCHOOLS/DESCRIPTION

(To be completed by the SFA)

Site or School	Address	Grade Levels	ADM	ADP	Beginning and Ending Times of Meal Service		
					Breakfast	Lunch	Snack
Oakdale Elementary School	1129 Oakdale Road Rock Hill, SC 29730	PK-5	483	614	7:00AM- 7:40AM	10:30AM- 12:45PM	2:45pm
Old Pointe Elementary School	380 Old Pointe School Road Rock Hill, SC 29732	PK-5	602	363	7:00AM- 7:40AM	10:30AM- 12:45PM	2:45pm
Rawlinson Road Middle School	2631 West Main Street Rock Hill, SC 29732	6-8	667	345	7:45AM- 8:30AM	11:30AM- 1:30PM	
Richmond Drive Elementary School	1162 Richmond Drive Rock Hill, SC 29732	K-5	673	357	7:00AM- 7:40AM	10:30AM- 12:45PM	2:45pm
Rock Hill High School	320 West Springdale Road Rock Hill, SC 29730	9-12	2233	650	7:45AM- 8:30AM	11:40AM- 12:40PM	
Rosewood Elementary School	2240 Rosewood Drive Rock Hill, SC 29732	K-5	650	419	7:00AM- 7:40AM	10:30AM- 12:45PM	2:45pm
Saluda Trail Middle School	2300 Saluda Trail Rock Hill, SC 29730	6-8	841	460	7:45AM- 8:30AM	11:30AM- 1:30PM	
South Pointe High School	801 Neely Road Rock Hill, SC 29730	9-12	1424	448	7:45AM- 8:30AM	11:30AM- 1:30PM	
Sullivan Middle School	1825 Eden Terrace Rock Hill, SC 29730	6-8	856	503	7:45AM- 8:30AM	11:30AM- 1:30PM	
Sunset Park Elementary School	1036 Odgen Road Rock Hill, SC 29730	K-5	479	270	7:00AM- 7:40AM	10:30AM- 12:45PM	2:45pm
York Road Elementary School	2254 West Main Street Rock Hill, SC 29730	K-5	459	308	7:00AM- 7:40AM	10:30AM- 12:45PM	2:45pm
India Hook Elementary School	2068 Yukon Drive Rock Hill, SC 297832	K-5	648	322	7:00AM- 7:40AM	10:30AM- 12:45PM	2:45pm

LIST OF SCHOOLS/DESCRIPTION (CONTINUED)

PARTICIPATION HISTORY

(To be completed by SFA)

Site or School	Reimbursable Meals Based on Average Daily Participation (Total meals by category served in the previous school year divided by total operating days for the previous school year)			Selling Price (\$)		All cash sales except reimbursable lunches (i.e., catered meals, à la carte, catering, vending machines, and concessions, if applicable)
	Full-Price	Free	Reduced-Price	Student	Adult	
BELLEVIEW ELEMENTARY	51	270	33	2.10	3.25	\$161.60
EBENEZER ELEMENTARY	20	220	19	2.10	3.25	\$83.30
EBINPORT ELEMENTARY	86	258	17	2.10	3.25	\$57.65
FINLEY ROAD ELEMENTARY	38	253	19	2.10	3.25	\$102.29
INDEPENDENCE ELEMENTARY	92	243	34	2.10	3.25	\$91.59
INDIA HOOK ELEMENTARY	119	183	20	2.10	3.25	\$74.73
LESSLIE ELEMENTARY	18	123	53	2.10	3.25	\$47.21
MOUNT GALLANT ELEMENTARY	79	176	15	2.10	3.25	\$193.90
MOUNT HOLLY ELEMENTARY	85	231	15	2.10	3.25	\$376.75
NORTHSIDE ELEMENTARY	69	268	38	2.10	3.25	\$247.35
OAKDALE ELEMENTARY	60	221	33	2.10	3.25	\$89.10
OLD POINTE ELEMENTARY	131	194	37	2.10	3.25	\$166.97
RICHMOND DRIVE ELEMENTARY	80	246	31	2.10	3.25	\$43.33
ROSEWOOD ELEMENTARY	90	299	29	2.10	3.25	\$47.55
TOTAL	1018	3185	393			\$1783.32

Do not include Special Functions

Appendix A-1 (Lunch)

LIST OF SCHOOLS/DESCRIPTION (CONTINUED)

PARTICIPATION HISTORY

(To be completed by SFA)

Site or School	Reimbursable Meals Based on Average Daily Participation (Total meals by category served in the previous school year divided by total operating days for the previous school year)			Selling Price (\$)		All cash sales except reimbursable lunches (i.e., catered meals, à la carte, catering, vending machines, and concessions, if applicable)
	Full-Price	Free	Reduced-Price	Student	Adult	
SYLVIA CIRCLE ELEMENTARY	32	136	19	2.10	3.25	\$21.10
SUNSET PARK ELEMENTARY	55	200	15	2.10	3.25	\$98.29
YORK ROAD ELEMENTARY	41	247	20	2.10	3.25	\$52.73
CASTLE HEIGHTS MIDDLE SCHOOL	144	325	46	2.35	3.25	\$4190.14
DUTCHMAN CREEK MIDDLE SCHOOL	145	280	34	2.35	3.25	\$3544.48
RAWLINSON ROAD MIDDLE SCHOOL	69	256	20	2.35	3.25	\$2814.10
SALUDA TRAIL MIDDLE SCHOOL	105	315	40	2.35	3.25	\$5993.07
SULLIVAN MIDDLE SCHOOL	104	339	60	2.35	3.25	\$8191.86
FLEXIBLE LEARNING CENTER	7	25	1	2.35	3.25	\$57.00
NORTHWESTERN HIGH SCHOOL	131	433	42	2.35	3.25	\$16585.11
ROCK HILL HIGH SCHOOL	164	439	47	2.35	3.25	\$4928.18
SOUTH POINTE HIGH SCHOOL	104	318	26	2.35	3.25	\$4694.99
TOTAL	1101	3313	370			\$51171.05

Do not include Special Functions

LIST OF SCHOOLS/DESCRIPTION (CONTINUED)

PARTICIPATION HISTORY

(To be completed by SFA)

Site or School	Reimbursable Meals Based on Average Daily Participation (Total meals by category served in the previous school year divided by total operating days for the previous school year)			Selling Price (\$)		All cash sales except reimbursable lunches (i.e., catered meals, à la carte, catering, vending machines, and concessions, if applicable)
	Full-Price	Free	Reduced-Price	Student	Adult	
BELLEVIEW ELEMENTARY	5	138	16	1.00	1.95	
EBENEZER ELEMENTARY	33	216	19	1.00	1.95	
EBINPORT ELEMENTARY	9	138	4	1.00	1.95	\$4.70
FINLEY ROAD ELEMENTARY	63	262	22	1.00	1.95	
INDEPENDENCE ELEMENTARY	19	143	15	1.00	1.95	\$16.95
INDIA HOOK ELEMENTARY	20	93	9	1.00	1.95	
LESSLIE ELEMENTARY	14	69	8	1.00	1.95	
MOUNT GALLANT ELEMENTARY	15	122	7	1.00	1.95	\$7.60
MOUNT HOLLY ELEMENTARY	19	142	7	1.00	1.95	\$32.69
NORTHSIDE ELEMENTARY	12	139	12	1.00	1.95	\$5.00
OAKDALE ELEMENTARY	95	235	33	1.00	1.95	
OLD POINTE ELEMENTARY	14	104	9	1.00	1.95	\$2.50
RICHMOND DRIVE ELEMENTARY	8	108	9	1.00	1.95	
ROSEWOOD ELEMENTARY	14	124	7	1.00	1.95	\$1.95
TOTAL	340	2033	177			\$71.39

Do not include Special Functions

Appendix A-2 (Breakfast)

LIST OF SCHOOLS/DESCRIPTION (CONTINUED)

PARTICIPATION HISTORY

(To be completed by SFA)

Site or School	Reimbursable Meals Based on Average Daily Participation (Total meals by category served in the previous school year divided by total operating days for the previous school year)			Selling Price (\$)		All cash sales except reimbursable lunches (i.e., catered meals, à la carte, catering, vending machines, and concessions, if applicable)
	Full-Price	Free	Reduced-Price	Student	Adult	
SYLVIA CIRCLE ELEMENTARY	5	61	7	1.00	1.95	\$7.45
SUNSET PARK ELEMENTARY	13	123	5	1.00	1.95	\$16.90
YORK ROAD ELEMENTARY	9	155	9	1.00	1.95	\$7.60
CASTLE HEIGHTS MIDDLE SCHOOL	30	170	15	1.00	1.95	\$134.48
DUTCHMAN CREEK MIDDLE SCHOOL	16	150	9	1.00	1.95	\$92.17
RAWLINSON ROAD MIDDLE SCHOOL	5	120	5	1.00	1.95	\$52.65
SALUDA TRAIL MIDDLE SCHOOL	10	91	11	1.00	1.95	\$454.84
SULLIVAN MIDDLE SCHOOL	15	132	17	1.00	1.95	\$151.90
FLEXIBLE LEARNING CENTER	2	10	1	1.00	1.95	\$18.70
NORTHWESTERN HIGH SCHOOL	11	145	7	1.00	1.95	\$358.15
ROCK HILL HIGH SCHOOL	25	181	13	1.00	1.95	\$239.20
SOUTH POINTE HIGH SCHOOL	16	150	10	1.00	1.95	\$256.41
TOTAL	157	1488	109			\$1790.45

Do not include Special Functions

LIST OF SCHOOLS/DESCRIPTION (CONTINUED)

PARTICIPATION HISTORY

(To be completed by SFA)

Site or School	Reimbursable Meals Based on Average Daily Participation (Total meals by category served in the previous school year divided by total operating days for the previous school year)			Selling Price (\$)		All cash sales except reimbursable lunches (i.e., catered meals, à la carte, catering, vending machines, and concessions, if applicable)
	Full-Price	Free	Reduced-Price	Student	Adult	
BELLEVIEW ELEMENTARY		98		.86		
EBENEZER ELEMENTARY		43		.86		
EBINPORT ELEMENTARY		107		.86		
FINLEY ROAD ELEMENTARY		56		.86		
INDEPENDENCE ELEMENTARY		83		.86		
INDIA HOOK ELEMENTARY	98	63	18	.86		
LESSLIE ELEMENTARY		54		.86		
MOUNT GALLANT ELEMENTARY		86		.86		
MOUNT HOLLY ELEMENTARY		75		.86		
NORTHSIDE ELEMENTARY		107		.86		
OAKDALE ELEMENTARY		101		.86		
OLD POINTE ELEMENTARY	75	30	13	.86		
RICHMOND DRIVE ELEMENTARY		113		.86		
ROSEWOOD ELEMENTARY		98		.86		
TOTAL	173	1114	31			

Do not include Special Functions

LIST OF SCHOOLS/DESCRIPTION (CONTINUED)

PARTICIPATION HISTORY

(To be completed by SFA)

Site or School	Reimbursable Meals Based on Average Daily Participation (Total meals by category served in the previous school year divided by total operating days for the previous school year)			Selling Price (\$)		All cash sales except reimbursable lunches (i.e., catered meals, à la carte, catering, vending machines, and concessions, if applicable)
	Full-Price	Free	Reduced-Price	Student	Adult	
SYLVIA CIRCLE ELEMENTAY		71		.86		
SUNSET PARK ELEMENTARY		67		.86		
YORK ROAD ELEMENTARY		49		.86		
TOTAL		187				

Do not include Special Functions

July 2016

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						

August 2016

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			

September 2016

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	

October 2016

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					

November 2016

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			

December 2016

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

First/Last Day of School

First Day: Aug 16 Last Day: June 1

Student & Staff Holidays

No School Students & Staff

Sep 5 - Labor Day

Nov 8 - Election Day

Nov 23-25 - Thanksgiving Break

Dec 22 - Jan 2 - Winter Break

Jan 16 - Martin Luther King, Jr. Day

Feb 20 - Presidents' Day

April 10-14 - Spring Break

April 17 -Spring Break*

May 29 - Memorial Day

Teacher Work & Professional Days

No School For Students

July 20-21

Oct 21

Aug 10-12

Jan 3-4

Aug 15

March 17

Oct 10

June 2

Teacher PD Exchange Days

If teachers do not attend the July 20 or July 21 Professional Development Conference, they will exchange the days: Oct 21 for July 20 and March 17 for July 21.

End Of Term & Reporting Dates

45th Day - Oct 19

135th Day - March 21

85th Day - Dec 21

180th Day - June 1

(End of 1st Semester)

(End of 2nd Semester)

Report Card Dates Indicated with a ○

Inclement Weather Make-Up Days

Feb 17 Feb 20 Apr 17

If days are not needed, they become student and staff holidays.

New Teacher Orientation

Aug 1 - 4

Half Days

Dec 21

May 31

June 1

Graduation Day

June 3, 2017 at Winthrop Coliseum

10 am - SP 2 pm - RH 6 pm - NW

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January 2017

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	
22	23	24	25	26	27	28
29	30	31				

February 2017

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 2017

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 2017

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 2017

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 2017

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	

July 4
Independence Day -
District Closed

July 17-18
Teacher Professional
Development Conference

July 31
New Teacher Orientation

August 1 - 3
New Teacher Orientation

August 9
Teacher PD Exchange Day

August 10-11, 14-16
Teacher Days - No Students

August 17
First Day for Students

September 4
Labor Day - District Closed

October 9
Teacher PD Day

November 22 - 24
Thanksgiving Holiday -
District Closed

December 21
Half Day for Students -
Last Day of First Semester

December 22 - 29
Winter Holidays -
District Closed

NOTE:
Teachers who do not attend
the July 17 - 18 Professional
Development Conference
are required to work on
August 9 and January 4.

July 2017						
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					

August 2017						
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		

September 2017						
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

October 2017						
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				

November 2017						
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		

December 2017						
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						

January 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			

February 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			

March 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

April 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					

May 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		

June 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

January 1-3
Winter Holidays -
District Closed

January 4
Teacher PD Exchange Day

January 5
Teacher Work Day

January 8
Students Return

January 15
MLK Jr. Day - District Closed

February 16
Inclement Weather
Make-Up Day

February 19
President's Day
Inclement Weather
Make-Up Day

*District will be closed
if days are not needed*

March 30
Inclement Weather
Make-Up Day

*District will be closed
if day is not needed*

April 2 - 6
Spring Break -
District Closed

May 28
Memorial Day -
District Closed

May 30
Half Day for Students

May 31
Half Day for Students -
Last Day of Second Semester

June 1
Teacher Day

June 2
Graduation Day
Northwestern - 10 am
South Pointe - 2 pm
Rock Hill - 6 pm

Ceremony is held at the
Winthrop Coliseum

HALF DAY DISMISSAL TIMES
Elementary - 11 a.m.
Middle - 11:30 a.m.
High - 11:45 a.m.

Note: Report Card Dates will be published later and included on school websites.

Blue = New Teachers Only Purple = Teacher Day Red = First/Last Day of Semester
Orange = School Closed * = Inclement Weather Make-Up Day ○ = End of Grading Periods

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FOOD SERVICE EMPLOYEE COMPENSATION

APPENDIX C

SFA Food Service Employees

(To be completed by the SFA for SFA employees.
List Annual Cost for the Year _____)

Position Title By School	SFA or FSMC Employee	Rate Per Hour	Hours Per Day	Days Per Year	FICA	Retirement	Other Annual Leave
District Contract Administrator	SFA		8	260			
Accountability Specialist/Book Keeper	SFA		8	260			
Tech Support	FSMC		8	260			
BVES MGR	SFA	16.98	7.5	185	1783.15	3936.92	
BVES FT 1	SFA	16.24	6.5	183	1363.78	3011.02	
BVES PT1	SFA	11.56	5	183	647.11	1478.73	
BVES PT2	FSMC	9.63	4	183	536.32		
BVES PT 3	FSMC	9.27	4	183	516.27		
EBES MGR	FSMC	18.34	8	185	2042.78		
EBES FT 1	FSMC	9.27	6.5	183	838.93		
EBES PT 1	FSMC	10.79	5.5	183	826.26		
EBES PT 2	FSMC	9.62	4	183	535.76		
EPES MGR	SFA	23.12	7.5	185	2427.87	5360.36	
EPES FT 1	SFA	12.27	6.5	185	1030.68	2275.59	
EPES PT 1	FSMC	9.27	5	183	645.33		
EPES PT 2	SFA	10.07	4	183	563.73	1244.62	
EPES PT 3	FSMC	9.27	4	183	516.26		

TOTAL COSTS		\$175.7	102	3350	\$14274.23	\$1244.62	\$

SFA Food Service Employees

(To be completed by the SFA for SFA employees.
List Annual Cost for the Year _____)

Position Title By School	SFA or FSMC Employee	Rate Per Hour	Hours Per Day	Days Per Year	FICA	Retire-ment	Other Annual Leave
FRES MGR	FSMC	13.53	8	185	1507.03		
FRES FT 1	FSMC	10.73	6.5	183	971.06		
FRES PT 1	FSMC	9.63	5.5	183	737.43		
FRES PT 2	FSMC	9.27	4	183	516.26		
IDES MGR	FSMC	13.92	7.5	185	1453.56		
IDES FT 1	SFA	9.67	6.5	183	812.20	1793.21	
IDES PT1	FSMC	9.27	5	183	645.33		
IDES PT 2	FSMC	10.73	5	183	746.97		
IDES PT 3	FSMC	9.27	4	183	516.26		
IHES MGR	FSMC	13.39	7.5	185	1387.78		
IHES FT1	FSMC	9.88	6.5	183	894.14		
IHES PT1	SFA	12.76	5	183	714.51	1577.53	
IHES PT 2	FSMC	10.28	4	183	572.51		
IHES PT 3	FSMC	9.27	4	183	516.26		
TOTAL COSTS		\$151.6	79	2568	\$11991.3	\$1577.53	\$

SFA Food Service Employees

(To be completed by the SFA for SFA employees.
List Annual Cost for the Year _____)

Position Title By School	SFA or FSMC Employee	Rate Per Hour	Hours Per Day	Days Per Year	FICA	Retirement	Other Annual Leave
LSES MGR	FSMC	14.36	7.5	185	1499.51		
LSES FT 1	SFA	14.10	6.5	183	1184.69	2615.62	
LSES FT 2	SFA	12.52	6	183	1051.26	2321.02	
LSES PT1	FSMC	9.63	5.5	183	737.43		
MGES MGR	SFA	15.27	7.5	185	1603.23	3539.68	
MGES FT 1	FSMC	11.56	6.5	183	1046.17		
MGES PT 1	SFA	10.68	5	183	598.00	1320.29	
MGES PT 2	FSMC	9.27	4	183	516.26		
MHES MGR	FSMC	12.50	7.5	185	1305.28		
MHES FT 1	SFA	12.76	6.5	183	1071.84	2366.46	
MHES FT 1	FSMC	12.77	6	183	1066.78		
MHES PT 2	FSMC	9.88	4	183	550.24		
MHES PT 3	FSMC	9.27	4	183	516.26		
NSES MGR	FSMC	13.32	7.5	185	1390.91		
NSES FT 1	SFA	16.81	6.5	183	1411.92	3117.31	
TOTAL COSTS		\$184.7	90.5	2753	\$15549.78	\$3117.31	\$

SFA Food Service Employees

(To be completed by the SFA for SFA employees.
List Annual Cost for the Year _____)

Position Title By School	SFA or FSMC Employee	Rate Per Hour	Hours Per Day	Days Per Year	FICA	Retire-ment	Other Annual Leave
NSES FT 2	FSMC	9.63	6	183	804.47		
NSES PT 1	SFA	9.67	5.5	183	541.47	1195.47	
NSES PT 2	FSMC	9.62	4	183	535.76		
ODES MGR	SFA	16.85	8	185	1769.23	3911.25	
ODES FT 1	FSMC	9.88	7	183	962.91		
ODES PT 1	SFA	9.67	5.5	183	541.47	1195.47	
ODES PT 2	FSMC	9.27	5	183	645.33		
ODES PT 3	FSMC	9.27	5	183	645.33		
OPES MGR	SFA	18.58	7.5	185	1951.29	4308.15	
OPES FT 1	SFA	13.55	6	183	1137.78	2512.05	
OPES FT 2	SFA	11.11	6	183	932.99	2059.90	
OPES PT 1	FSMC	9.88	4.5	183	619.02		
OPES PT 2	FSMC	9.88	4.5	183	619.02		
RDES MGR	FSMC	17.04	7.5	185	1779.36		
RDES FT 1	FSMC	9.62	6.5	183	870.61		
TOTAL COSTS		\$173.52	88.5	2751	\$14356.04	\$8880.1	\$

SFA Food Service Employees

(To be completed by the SFA for SFA employees.
List Annual Cost for the Year _____)

Position Title By School	SFA or FSMC Employee	Rate Per Hour	Hours Per Day	Days Per Year	FICA	Retirement	Other Annual Leave
RDES PT 1	FSMC	9.62	5.5	183	736.67		
RDES PT 2	FSMC	9.27	4	183	516.26		
RDES PT 3	SFA	10.68	4	183	598.00	1320.29	
RWES MGR	FSMC	16.60	7.5	185	1733.41		
RWES FT 1	FSMC	9.63	6.5	183	871.51		
RWES FT 2	FSMC	9.62	6	183	803.64		
RWES PT 1	FSMC	9.27	5	183	645.33		
RWES PT 2	FSMC	9.27	4	183	516.26		
SCES MGR	FSMC	11.60	7.5	185	1211.30		
SCES FT 1	FSMC	9.63	6.5	183	871.51		
SCES FT 2	SFA	9.67	6	183	812.20	1793.21	
SCES PT 1	SFA	9.67	4	183	541.47	1195.47	
SPES MGR	SFA	19.79	7.5	185	2077.67	4587.16	
SPES FT 1	FSMC	9.97	6.5	183	902.28		
SPES FT 2	SFA	14.10	6	183	1184.61	2615.44	
TOTAL COSTS		\$168.39	86.5	2751	\$14022.12	\$2615.44	\$

SFA Food Service Employees

(To be completed by the SFA for SFA employees.
List Annual Cost for the Year _____)

Position Title By School	SFA or FSMC Employee	Rate Per Hour	Hours Per Day	Days Per Year	FICA	Retirement	Other Annual Leave
SPES PT 1	SFA	9.67	5	183	541.47	1195.47	
YRES MGR	FSMC	16.96	7.5	185	1771.01		
YRES FT 1	FSMC	9.97	6.5	183	902.28		
YRES PT 1	FSMC	9.63	4.5	183	603.35		
YRES PT 2	SFA	9.67	5.75	183	541.47	1195.47	
CHMS MGR	SFA	15.19	7.5	185	1594.73	3520.92	
CHMS FT 1	SFA	14.10	6.5	183	1184.61	2615.44	
CHMS PT 1	FSMC	11.29	6	183	943.14		
CHMS PT 2	FSMC	9.27	4	183	516.26		
CHMS PT 3	FSMC	9.27	4	183	516.26		
CHMS PT 4	FSMC	9.27	5	183	645.33		
CHMS PT 5	FSMC	9.27	4	183	516.26		
CHMS PT 6	FSMC	9.27	5.5	183	709.86		
DCMS MGR	FSMC	15.46	7.5	185	1614.37		
DCMS FT 1	FSMC	11.71	6.5	183	1059.75		
TOTAL COSTS		\$170	85.75	2751	\$13660.15	\$7331.83	\$

SFA Food Service Employees

(To be completed by the SFA for SFA employees.
List Annual Cost for the Year _____)

Position Title By School	SFA or FSMC Employee	Rate Per Hour	Hours Per Day	Days Per Year	FICA	Retirement	Other Annual Leave
DCMS FT 2	FSMC	9.27	6	183	774.40		
DCMS PT 1	FSMC	10.12	5	183	704.50		
DCMS PT 2	FSMC	9.27	5.5	183	709.86		
DCMS PT 3	FSMC	9.62	5.5	183	736.67		
DCMS PT 4	FSMC	9.27	4	183	516.26		
RRMS MGR	SFA	14.32	7.5	185	1503.63	3319.78	
RRMS FT 1	FSMC	9.63	6.5	183	871.51		
RRMS PT 1	SFA	9.67	5.5	183	541.47	1195.47	
RRMS PT 2	FSMC	10.70	5.5	183	819.37		
RRMS PT 3	FSMC	9.27	5.5	183	709.86		
RRMS PT 4	FSMS	12.90	5.5	183	987.84		
STMS MGR	SFA	17.74	7.5	185	1862.47	4112.05	
STMS FT 1	SFA	10.68	6.5	183	897.04	1980.52	
STMS FT 2	SFA	14.10	6	183	1184.61	2615.44	
STMS PT 1	FSMC	9.63	4	183	536.31		
TOTAL COSTS		\$166.19	86	2749	\$13355.8	\$8708.01	\$

SFA Food Service Employees

(To be completed by the SFA for SFA employees.
List Annual Cost for the Year _____)

Position Title By School	SFA or FSMC Employee	Rate Per Hour	Hours Per Day	Days Per Year	FICA	Retirement	Other Annual Leave
STMS PT 2	SFA	11.11	5	183	622.02	1373.33	
STMS PT 3	FSMC	11.74	5.5	183	899.01		
STMS PT 4	FSMC	9.63	4	183	536.31		
STMS PT 5	FSMC	9.27	4	183	516.26		
SLMS MGR	SFA	15.35	7.5	185	1611.80	3558.60	
SLMS FT 1	FSMC	11.46	6.5	183	1037.12		
SLMS PT 1	FSMC	10.12	5.75	183	810.18		
SLMS PT 2	FSMC	9.63	5.75	183	770.95		
SLMS PT 3	SFA	9.67	4	183	541.47	1195.47	
SLMS PT 4	FSMC	9.27	4	183	516.26		
SLMS PT 5	SFA	9.67	4	183	541.47	1195.47	
FLEX LEARNING MGR	FSMC	11.85	7.5	185	1237.41		
FOOD TRUCK MGR	FSMC	12.51	7.5	185	1306.33		
FLEX LEARNING PT 1	FSMC	10.30	5.5	183	788.74		
FLEX LEARNING PT 2	FSMC	9.42	5.5	183	721.35		
FOOD TRUCK WORKER FT	FSMC	10.56	6		882.16		
TOTAL COSTS		\$171.56	88	2751	\$13338.84	\$1195.47	\$

SFA Food Service Employees

(To be completed by the SFA for SFA employees.
List Annual Cost for the Year _____)

Position Title By School	SFA or FSMC Employee	Rate Per Hour	Hours Per Day	Days Per Year	FICA	Retirement	Other Annual Leave	
NWH MGR	SFA	19.64	7.5	185	2061.60	4551.69		
NWH FT 1	FSMC	13.09	7	183	1275.76			
NWH FT 2	SFA	12.03	6.5	183	1010.11	2230.16		
NWH PT 1	FSMC	9.63	4	183	536.31			
NWH PT 2	FSMC	9.27	4	183	516.26			
NWH PT 3	SFA	11.56	4	183	647.11	1428.73		
NWH PT 4	FSMC	9.62	5.5	183	736.67			
NWH PT 5	FSMC	9.62	5.5	183	736.67			
NWH PT 6	SFA	9.67	5.5	183	541.47	1195.47		
NWH PT 7	SFA	9.67	4	183	541.47	1195.47		
NWH PT 8	FSMC	9.27	4	183	516.26			
RHHS MGR	FSMC	18.72	7.5	185	1954.79			
RHHS FT 1	FSMC	9.63	7	183	938.55			
RHHS FT 2	SFA	11.11	6.5	183	932.99	2059.90		
RHHS FT 3	FSMC	11.29	6	183	943.14			
TOTAL COSTS		\$173.82	84.5	2749	\$13889.16	\$2059.9	\$	

SFA Food Service Employees

(To be completed by the SFA for SFA employees.
List Annual Cost for the Year _____)

Position Title By School	SFA or FSMC Employee	Rate Per Hour	Hours Per Day	Days Per Year	FICA	Retirement	Other Annual Leave
RHHS PT 1	FSMC	9.27	4	183	516.26		
RHHS PT 2	FSMC	9.27	4	183	516.26		
RHHS PT 3	FSMC	9.27	4	183	516.26		
RHHS PT 4	FSMC	10.60	5.5	183	811.71		
RHHS PT 5	FSMC	9.62	5.5	183	736.67		
RHHS PT 6	FSMC	9.62	5.5	183	736.67		
RHHS PT 7	FSMC	9.27	5.5	183	709.86		
RRHS PT 8	FSMC	9.27	4.5	183	580.80		
RHHS PT 9	FSMC	9.27	5.5	183	709.86		
SPHS MGR	SFA	17.09	7.5	185	1793.93	3960.72	
SPHS FT 1	FSMC	9.63	7	183	938.55		
SPHS FT 2	SFA	12.03	6	183	1010.10	2230.16	
SPHS PT 1	FSMC	9.62	4	183	535.76		
SPHS PT 2	FSMC	9.62	4	183	535.76		
SPHS PT 3	SFA	9.67	4	183	541.47	1195.47	
TOTAL COSTS		\$153.12	76.5	2747	\$62299.66	\$1195.47	\$

SFA Food Service Employees

(To be completed by the SFA for SFA employees.
List Annual Cost for the Year _____)

Position Title By School	SFA or FSMC Employee	Rate Per Hour	Hours Per Day	Days Per Year	FICA	Retire-ment	Other Annual Leave	
SPHS PT 4	SFA	10.68	4	183	598.00	1320.29		
SPHS PT 5	SFA	9.67	5.5	183	541.47	1195.47		
SPHS PT 6	SFA	11.11	5.5	183	622.02	1373.33		
SPHS PT 7	FSMC	9.27	4	183	516.26			
SPHS PT 8	FSMC	9.27	4	183	516.26			
FS SUB 1	SFA	13.06	4	183	696.39	1588.20		
FS SUB 2	SFA	13.76	4	183	294.74	650.74		
TOTAL COSTS		\$76.82	31	1281	\$3785.14	\$2238.94	\$	

School Meals...



healthy choice for a lifetime!

**Orientation Guide
for
Food Service Employees**

Rock Hill Schools

2016 - 2017

July 2016

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						

August 2016

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			

September 2016

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	

October 2016

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					

November 2016

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			

December 2016

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

First/Last Day of School

First Day: Aug 16 Last Day: June 1

Student & Staff Holidays

No School Students & Staff

Sep 5 - Labor Day

Nov 8 - Election Day

Nov 23-25 - Thanksgiving Break

Dec 22 - Jan 2 - Winter Break

Jan 16 - Martin Luther King, Jr. Day

Feb 20 - Presidents' Day

April 10-14 - Spring Break

April 17 - Spring Break*

May 29 - Memorial Day

Teacher Work & Professional Days

No School For Students

July 20-21

Oct 21

Aug 10-12

Jan 3-4

Aug 15

March 17

Oct 10

June 2

Teacher PD Exchange Days

If teachers do not attend the July 20 or July 21 Professional Development Conference, they will exchange the days: Oct 21 for July 20 and March 17 for July 21.

End Of Term & Reporting Dates

45th Day - Oct 19

135th Day - March 21

85th Day - Dec 21

180th Day - June 1

(End of 1st Semester)

(End of 2nd Semester)

Report Card Dates Indicated with a 
Inclement Weather Make-Up Days

Feb 17 Feb 20 Apr 17

If days are not needed, they become student and staff holidays.

New Teacher Orientation

Aug 1 - 4

Half Days

Dec 21 May 31 June 1

Graduation Day

June 3, 2017 at Winthrop Coliseum

10 am - SP 2 pm - RH 6 pm - NW

Download the Rock Hill Schools Mobile App!


January 2017

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	
22	23	24	25	26	27	28
29	30	31				

February 2017

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 2017

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 2017

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 2017

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 2017

S	M	T	W	T	F	S
					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	

MISSION OF THE ROCK HILL SCHOOLS

Rock Hill Schools will provide all students with challenging work that authentically engages them in the learning process and prepares them for successful futures.

MISSION OF SCHOOL FOOD SERVICE AND NUTRITION PROGRAM

School meals will directly support education by providing superior nutrition for learning, and growing students while teaching them to make wise nutrition choices for life.

UNDERSTANDING HOW THE SCHOOL NUTRITION PROGRAM WORKS

Local school districts and government at the state and federal levels cooperate to provide nutritious meals to school-age students at a reasonable cost. Local districts must produce and serve meals to students according to menu and nutrition requirements set by the federal and state governments. Districts must also keep an accurate count and record of all meals served to students and items used to prepare the meal. Based on the records the local district submits the federal and state governments reimburse the district a set amount for each meal served to a student. Reimbursements from federal and state governments help offset the cost of producing the meals.

ROLE OF SCHOOL NUTRITION EMPLOYEES IN ACHIEVING THE MISSION

The performance of individual employees is crucial to the overall success of the school meal program. You are the hands that prepare and serve meals to the students, our customers. Your smile and kind manner can make student customers want to come back each day for meals that get them ready to learn and establish life long healthful eating habits. High quality standards for food and customer service will be your contribution to achieve the mission of supporting the education of students by providing superior nutrition.

EMPLOYEES' RESPONSIBILITY

Each employee is responsible for performing individual tasks that the manager identifies at the assigned school location. Employees must perform the tasks to standards listed in the **School Nutrition Employee Handbook and Trainer's Guide**. If employees have a question about how to do a task or which tasks they must perform, it is the employees' responsibility to ask the manager for clarification. The manager knows how to perform each task and can direct the employee to the appropriate training material.

Each employee is responsible for conducting themselves in accordance with policy and procedure guidelines as set forth by the Board of Trustees of the Rock Hill Schools and by the Office of School Food Service. See Board Policies GBEB-2007, GBEC, GBED in the appendix.

MAJOR DUTIES OF SCHOOL NUTRITION EMPLOYEES

Employees prepare, cook, serve, clean, and cashier in school kitchens according to the work schedule provided by the manager at their assigned location. Employees must provide excellent customer service to all who choose to participate in the school meal program. Employees perform tasks such as preliminary food preparation, cooking and/or serving menu items as assigned on the production schedule following district recipes. Set-up and merchandise serving lines, garnish food items, and apply food protection and sanitation measures in school kitchens. Perform general housekeeping duties. Operate, maintain, and clean kitchen equipment.

Cafeteria managers may need to perform the same tasks as operators on occasion. They are ultimately responsible for the meal accounting, food purchasing, and staff development, counseling, communication with parents and school administration.

Operators are responsible for overall kitchen sanitation and will perform necessary duties such as sweeping, mopping, dishwashing and overall cleaning.

TERMS OF EMPLOYMENT WITH THE ROCK HILL SCHOOLS

Food service employees are designated as "at-will" employees. This means that you may terminate your employment with the district whenever you choose. The district may also release you from its employment whenever it chooses for valid reasons. The final decision for termination rests with the Superintendent of the district.

New hires are employed with the understanding that they are on a 60 day probationary period. A performance evaluation will be completed at the end of the 60 day period by the managers who have taken part in the training.

At the middle and end of each school year, you will receive a performance appraisal and progress plan completed by your supervisor. Any problems identified at the time of the appraisal will require a plan of action for correction prior to the end of the year or start of the next. The end of year evaluation will include either a recommendation for re-hire or transfer, or a recommendation to not re-hire. Managers will receive their evaluations at end of the school year after close-out has been completed.

If recommended for re-hire or transfer for the upcoming school year, you are not eligible for unemployment benefits over summer (or holiday) breaks. Any request for unemployment benefits received by the Office of School Food Service will be recognized as a voluntary resignation of your position.

According to the South Carolina Employment Security Commission Employer Handbook, pages 33-34, Disqualifications, employees may be disqualified from receiving benefits if it is found by the Commission that the claimant earned wages based on services to a school or institute of higher education and there was a reasonable assurance that he/she will perform such service at the start of the next term. Holidays and summer are considered academic breaks, so if an employee will be returning to his/her job when school is in session, he/she will not be eligible to draw unemployment. Since the District pays the employer's portion of benefits on all full time employees during these academic breaks, the employee is receiving a benefit from his/her employer and there is reasonable assurance of the employee's return.

ATTENDANCE GUIDELINES

The attendance expectation is for employees to make every effort to be at work all 180 days they are scheduled to work during the school year plus scheduled days for training and kitchen clean up. Employees are members of a team at their school, and the team needs everyone there. All employees are expected to be at their assigned schools **the first two weeks at the beginning of the school year and the last two weeks of school**. An employee that is not available to work these critical days may experience a change in job assignment. (See District Policy GCC-GCD)

School calendars are published and distributed in advance of each new school year. It is the employee's responsibility to check this calendar before planning vacations and other activities that will require them to miss the first two or last two weeks of school.

Special permission for absences during this time period and on days prior or following established holidays must be requested in writing to the Director of Food Services.

Employees should be in their assigned positions at the designated time for that position. Each employee must "clock in/out" by means of the electronic clock in each school. Clocking in/out must be completed at the beginning and the end of the work day. All food service operators must approve their time worked as correct on a weekly basis. The time sheets will be printed by the manager each Friday for approval. Failure to approve time worked, could result in a delay in payment. **Employees are not to leave the school premises during their lunch period.**

Employees must notify their manager immediately if they realize they have failed to clock in or out. If employees must be late for any reason, it is the employees' responsibility to call the manager BEFORE the expected time of arrival. If an employee is unable to work at all on a school day, the employee is responsible for notifying the manager verbally by 6:00 am.

Text messaging is not a verbal notification and will not be accepted

The manager must be notified **each day** of absence.

The Office of School Food Service recognizes that in the event of illness or emergency, the employee may designate another person to call in and notify the manager of their impending absence. Employees are expected to PERSONALLY call the cafeteria manager as soon as possible after the initial call.

Three (3) days of consecutive absences (no call-no show) without notification to the manager will be recognized as voluntary resignation of your position. Leaving the premises without clocking out and the consent and approval of your manager will also be recognized as voluntary resignation of your position.

Attendance, late arrivals, and early departures are monitored and recorded on individual attendance cards. **Three occurrences of absence and/or lateness, will result in a verbal counseling with written documentation of the expectation for attendance and the expectation for improved performance in this area.** Lack of improvement to the expectation stated in the written counseling may result in a change in status to a substitute, recommendation for not being re-hired, or recommendation for termination. Five occurrences will result in written counseling, 7 occurrences will result in recommendation to the substitute list or termination.

SCHEDULES

Hours of operation are from 6:30am to 2:30pm. The manager at each school location determines work schedules for each employee according to the needs of that kitchen and the number of hours allocated. Your hours and schedule may vary as you rotate through positions in the kitchen. Hours may change as participation in the school meal program changes or as the school schedule changes, but will not exceed 40 hours per week. Employees must be flexible to meet the needs of their assigned school location. Operators may on occasion be asked to work at other schools on a temporary basis.

FAMILY MEDICAL LEAVE ACT (FMLA)

(See District Policy GCC-GCD) Even though food service operators do not qualify for the benefits of the Family Medical Leave Act (FMLA), the Rock Hill Schools offers this courtesy to full time and part time employees. A planned absence of over 10 days requires the completion of the appropriate FMLA form signed by a physician and returned to the Personnel office prior to returning to work. Employees are not to clock in unless approved by the Personnel Department. Employees who are on extended sick or FMLA leave may be subject to a change in school assignment upon their return to work.

Employees are encouraged to schedule appointments and medical procedures outside their regular work schedule. Absences which severely hamper the performance of the department (such as scheduling non-emergency procedures just before the beginning of the school year or on the last week of school) may result in a change of employment status to a substitute status.

IN-KIND MEALS

All School Food Service employees are eligible to receive one lunch at no cost each work day. The meal will consist of items on the menu for the day. **No a la carte, extra sales items or extra portions** are included with this meal, but employees may purchase these items if desired. **The National School Lunch program does not make provisions for in-kind meals for teachers, custodians or other school personnel.**

Due to potential threat of cross-contamination, items cooked or prepared at home may not be brought in and stored in the food service facility. Commercially frozen, pre-packaged items that have not been opened or otherwise tampered with can be brought in and prepared in a microwave or other unit than food service equipment. Sealed drinks may be brought in provided the beverage product is not sold as a food service extra sale. Additionally, no **foods stored or prepared for the School Food Service program may be removed from the kitchen by any employee.** Food service employees are not allowed to purchase items to take home.

PAY AND RAISES

Employees are paid for the hours they work. Food Service Director or Coordinator will advise employees of their hourly rate at the time of employment. Paychecks are issued bi-weekly. All employees will sign in and out utilizing the electronic timekeeping system. **A 30 minute lunch break will be automatically deducted from the day's pay for 5.5 hour employees unless the Cafeteria Manager approves otherwise.** If school is not in session, you are unable to come to work, come to work late, or leave work early your paycheck will reflect these variances.

Full time food service employees do not accrue vacation days but accrue sick time benefits and personal days. Full-time employees who call out sick are responsible for notifying the manager if they wish to turn these days in for pay. Failure to complete the required leave forms will result in **non-payment** for that day until form is completed.

Rock Hill Schools employees have the option of direct deposit for paychecks. The Payroll department and the Office of School Food Service highly encourage all employees to use this option. Direct deposit eliminates the hassles of getting a check late due to weather or holiday closings, waiting for checks to be mailed, and getting to the bank in time. With direct deposit, your pay will be electronically transferred to the account you designate at midnight on the date the paychecks are issued. You can sign up for direct deposit in the Payroll department and will be required to provide a voided check and signature or a routing number and savings account number. Please consider this option for your convenience and protection.

Raises are determined by the district and vary in amount from year to year. The amount of the raise is determined by the state cost of living allowance and a set amount designated by the District Administration. You will be notified of the amount of the raise at the start of each school year.

CONFLICT RESOLUTION

School nutrition employees must work as a team to achieve the mission. If you are having a conflict with a fellow employee that you have been unsuccessful in resolving yourselves, seek assistance from your manager. If your manager cannot resolve the conflict or you remain unsatisfied with the response from your manager, speak with the Area Coordinator. Should the matter remain unresolved after working with your manager and Area Coordinator, speak with the Field Supervisor who will work with the Food Service Director to ensure the matter is resolved. Employees are expected to follow the proper channels in resolving a conflict.

All employees are expected to conduct themselves in a manner that sets the tone for a positive work environment and team atmosphere. Operators should address one another in a respectful manner that models positive adult interaction for students. This includes paying close attention to the tone of voice and volume used when addressing one another.

At no time is shouting, foul language, physical gesturing, or aggressive behavior appropriate. Such behavior may result in suspension with pay until the Personnel Department completes an investigation and makes final recommendations for action.

CONFIDENTIALITY

Food service operators in the Rock Hill Schools who perform cashier duties will have access to confidential student information, such as student ID numbers, lunch status and money on account. District Policy GBEA 10/00 which states

A public school employee is under the jurisdiction of the "Ethical Conduct of Public Officials and Employees," Section 8-13-700, et seq. S.C. Code of Laws, and is subject to the rules of conduct of the statute. Such rules include the following:

**may not use or disclose confidential information gained in the course of employment
(Section 8-13-725)**

Employees who divulge confidential information about students, parents, and/or other employees will be subject to disciplinary action which could lead to termination.

PERSONAL PHONES AND PHONE CALLS

All personal business will be conducted on personal time. In special circumstances, the manager will take a message and allow the employee to return the call at a convenient time. Use of personal phones will not be allowed while carrying out daily duties. All cellular phones are to be left in the locker facilities with other personal belongings. Employees are not to abandon their work stations to take a personal call on their cell phones. Doing so could lead to disciplinary action. This applies to Cafeteria Managers as well as line staff.

ACCIDENTS AND PERSONAL SAFETY

Report all accidents to your manager immediately whether you require medical attention or not. Accidents must be reported immediately when they occur. An incident report must be completed by the injured person prior to leaving the schools if medical attention is necessary. The cafeteria Manager or person in charge must notify the Office of School Food Service and the school Principal immediately if the injury is such that 911 has to be called. See sample in Appendix.

You are expected to follow procedures as specified in the **School Food Service Employee Handbook and Trainer's Guide** to help prevent accidents, injury, and fire in your assigned location. This includes knowing how to properly operate the equipment in your assigned location and how to activate a fire suppression system.

DRESS CODE AND PERSONAL HYGIENE

Rock Hill Schools is responsible for educating children to prepare them for successful and useful roles in our society. It's the responsibility of all employees to serve as role models for students and present a positive, professional image in attitude, language, behavior, grooming, and dress. Appropriate dress is a rational means of promoting respect for authority, traditional values, and discipline.

All personnel working within schools and offices (employees, substitutes, guest instructors, college students, interns, and volunteers) are expected to dress commensurate to their work assignments to promote an environment that is conducive to learning. All employees must wear district-issued identification badges.

Employees who are meeting with parents and other guests in the schools, or who are in continual contact with students, shall present themselves during the instructional day in accordance with the following guidelines and other standards deemed appropriate by the administration in individual schools:

Male:

- dress shirt or sport shirt with collar, sweaters, sweater vests, slacks, shoes (except sandals) with socks
- clean and well-groomed hair, including facial hair

Female:

- slacks, capri or crop pants, skirts (no shorter than 2 inches above top of knee), dresses, jumpers, blouses, sweaters, collared shirts (Tops without collars are acceptable if they compliment other attire being worn and are not too casual.)

Shoes: Employees should wear shoes at all times that provide support and protection. While athletic-type shoes are not preferred, they are acceptable if they are neat, clean and complement other attire being worn.* Sandals, preferably with backs, are acceptable; however, beach-type shoes, such as flip-flops, shower shoes, and plastic shoes, as well as house or bedroom-style shoes, are not appropriate. Footwear for medical purposes will be approved on an individual basis. (*Athletic-type shoes are inappropriate for office personnel.)

Inappropriate dress or personal grooming includes, but is not limited to*:

- clothes that are too tight or too loose
- denim jeans of all colors and leggings or tights (except under skirts, dresses, jumpers—no tunics)
- shorts of any length, cargo pants, exercise clothing or warm-up pants or suits, sweat or tee shirts, bib overalls
- work clothes (except for specific assignments such as for labs, gym, field trips, designated spirit days, or workdays when parents won't be present)
- camouflage, muscle shirts, or clothing and accessories with slogans that are suggestive of drugs, alcohol, sex, or obscenities
- provocative clothing (thin straps, halter or tube tops, strapless, too tight, too short, revealing cleavage, showing undergarments, or clothes that show one's waist, back or hip area in any type of work situation)
- display of tattoos that are controversial in language or image
- body piercings other than ear

Spirit or dress down days. The principal/supervisor may designate "dress down" or "spirit" days no more than one day a week. However, principals may designate a "Spirit Week" for homecoming, Red Ribbon, or other similar event. On "spirit" days, employees may wear clothing that includes a school tee-shirt, collared shirt, sweatshirt, and nice jeans.

Teacher workdays, field days, field study. Except when employees are meeting formally with parents, employees can wear clothing similar to what they would wear on "spirit" days.

Staff development days. Unless told otherwise, employees should wear what they would wear on a normal instructional day.

Employees working in special areas such as career and technology, physical education, lunchroom, nursing, transportation, dance, and maintenance are to dress as specified by their supervisor and in compliance with federal or state law to maintain optimum safety and security of students and employees.

For additional clarification about appropriate dress, employees should consult their school administrator. However, a good rule of thumb for employees to follow would be: *If the thought crosses your mind that your dress may not be appropriate, it probably isn't.*

Food service employees are expected to adhere to the official district dress code as stated above.

Food Service Uniform and Personal Hygiene Policy

Because of the nature of work performed by food service employees, the following are modifications to the official district dress code.

- You must ALWAYS report to work properly groomed:
 - Clean Hair
 - Showered/Bathed
 - Clean nails (to include underneath)
 - Proper under garments
- All clothing must be clean and pressed and free of holes.
- Clean and pressed Sodexo uniform top
- Clean and pressed khaki pants or khaki skirts are to be worn at all times.
(No shorts or jeans, Skirts must be no shorter than three inches above the ankle, Clothing cannot be tight fitting)
- Employee ID's are to be worn at all times.
- Slip resistant shoes (black color only) from approved vendor must be worn at all times. Safety shoes must be purchased annually at the beginning of each school year.
- Socks or Hose must be worn at all times.
- Plastic aprons are to be worn during prep time so your clothing will be free of debris during serving time.
- Hair must be clean and restrained at all times with a hairnet, hat or visor. Only Sodexo issued hats and visors can be worn in the workplace. Long hair must be tied back.
- Nails must be clean, trimmed short and free of nail polish and acrylic nails.
- No jewelry will be worn to include watches (smooth wedding bands are allowed).
- Dime size stud earring are allowed.
- No perfume or scented lotions are to be worn.
- Cell Phone (Blue Tooth) and Electronic devices are not allowed in the kitchen. Uses of both are restricted to break times only.
Display of controversial tattoos or body piercing (eyebrow, nose, tongue) that are disruptive to the teaching/learning process are not allowed.

We are professional and need to look our personal best for our customers at all times!

INCIDENT REPORT

(Please Answer Every Question)

Your Name: _____
First Middle Last

Your Employer's Name: _____

Your Address: _____
Street City State Zip

Telephone Number: _____ Social Security: _____ Age: _____

Date of Birth: _____ Job Title: _____ Length of Employ: _____

Date of Injury: _____ Describe how you were injured: _____

Did your injury occur from one specific incident? _____ If yes, explain in detail. _____

Did your injury develop gradually over a period of time? _____ If yes, indicate period of time:

From: _____ To: _____ Describe how injury developed. _____
Date Time Date Time

Is there any way, other than described above, that you possibly could have injured yourself? Yes _____ No _____
If so, please give details.

Explain what caused your injury: (Example: What caused you to fall). _____

If you were lifting or moving an object when you were injured, describe the object: _____

Give the approximate weight of the object: _____ Describe the position you were in
when you were injured: (Example: Sitting, Standing, Squatting, Bending).

Incident Report

Page 2:

When did you first realize you were injured? _____ Date _____ Time _____ When did you first feel the pain? _____ Date _____ Time _____ Who at work, did you first tell about your injury? _____
_____ When did you tell them? _____ Date _____ Time _____ When did you first tell your immediate supervisor of your injury? _____ Date _____ Time _____ Name of your supervisor you reported your injury to : _____ If injury was not reported to your supervisor on the date you were injured, state the reason it was not reported: _____

Name(s) of person(s) who witnessed your injury: _____

List parts of your body injured: _____

Names & Addresses of Physician(s) who have treated you for this injury: _____

Name & Address of Hospital: _____

Have you lost time from work due to this injury? ☐ Yes ☐ No If so, indicate the first day you missed from work? _____ If so, indicate the date you returned to work after this injury? _____

Additional Remarks: _____

* I certify that the answers given to the questions on both pages (2) of this Incident Report are correct and accurate to the best of my ability and recollection.

Employee Signature

Date

Rev. 6/02

Procedures for Requesting Medical Leave



ROCK HILL
Schools

YORK COUNTY DISTRICT THREE

The employee's principal or supervisor must be notified as soon as possible after it is determined that a leave will be necessary. Employees who find it necessary to request an **extended medical leave** (a "standard sick leave absence" that is expected to exceed ten consecutive work days) for reasons covered under Board Policy GCC-GCD/GDC-GDD must furnish to the Executive Director of Personnel a statement, signed by a physician, identifying the nature and expected duration of the condition necessitating the absence. This formal request for extended leave, using the form on the reverse side, should be done as soon as a medical determination is made and no later than the tenth consecutive day of absence. For approval of a leave for the reason of a serious health condition of the employee, Part III on the reverse side should be completed by a physician.

Employees may be granted leave for the birth of a child or to care for an adopted preschool child immediately after placement (Board Policy GCC-GCD and GDC-GDD); if the employee is designated as the person primarily responsible for the care and nurture of the adopted preschool child. The employee may use accrued standard sick leave for this purpose, but the amount of paid sick leave may not exceed 30 workdays. Standard accrued sick leave used for maternity reasons is limited to 30 workdays from the birth date for regular delivery or 40 workdays from the birth date for Cesarean delivery. Eligible employees may also take FMLA (unpaid) leave beyond the initial 30 days of maternity leave by providing written notice to the Executive Director of Personnel no later than the tenth consecutive day of absence.

Family and Medical Leave Act (FMLA) allows eligible employees to take up to a total of 12 work weeks of unpaid, job-protected leave, including any standard district medical leave/maternity leave. In compliance with FMLA, the following procedures will be used to request family and medical leave that is anticipated to exceed **10 days**. FMLA eligible employees are those who meet the following criteria:

- a. Employee must have worked for the district for at least 12 months at the time the leave is to commence (these 12 months do not have to be consecutive months); and
- b. Employee must have worked for the district for at least 1,250 hours during the previous 12-month period before the leave begins (these months are consecutive.)

Directions for Completing the Leave Request Form

1. Parts I and II (Request for Medical Leave and Statement of Disability/Adoption/Military Status) of the Medical Leave Request should be completed and submitted to the Executive Director of Personnel upon reaching the fifth consecutive day of absence or as soon as it is determined that there is an absence expected to exceed 10 days.
2. The entire form (both copies) must be submitted to the Executive Director of Personnel. After approval, the original form will be returned to the employee along with a response from the Executive Director of Personnel.
3. Prior to returning to work, Part III, Request for Termination of Medical Leave, must be completed by the employee and the physician (if involving the health of the employee) and submitted to the Executive Director of Personnel.

Medical Leave Request

PART I

Employee Name:	Date:
Location:	Job Title (include Grade, Subject, or Assignment if applicable):

I request a family or medical leave for one or more of the following reasons:

- | | |
|---|--|
| <input type="checkbox"/> Because of the birth of my child and in order to care for him or her.
Expected Date of Birth _____ | <input type="checkbox"/> Because of the placement of a child with me for adoption or foster care.
Date of Placement: _____ |
| <input type="checkbox"/> In order to care for my spouse, child, or parent, who has a serious health condition. | <input type="checkbox"/> For a serious health condition that makes me unable to perform my job. |
| <input type="checkbox"/> Due to a qualifying exigency arising out of spouse, child, or parent, who is on active duty, or has been notified of impending call to active duty in support of a contingency operation-attach form WH-384. | <input type="checkbox"/> Military Caregiver Leave; to care for my spouse, child, or parent who is recovering from a serious illness or injury sustained in the line of duty while on active duty - attach form WH-385. |

Leave to start _____ Expected return date _____

I understand and agree to the following:

1. If I fail to return to work after the leave, I will be financially responsible for overpayments in any benefits plan (i.e., medical insurance) administered by the District.
2. During this leave, I will use my accumulated standard sick leave (District policy allows 30 days for birth or adoption of child) including the days advanced to me this school year. Any remaining absence will be unpaid.
3. I will contact my supervisor or Executive Director of Personnel on or before my expected date of return if I am unable to return as scheduled.

Employee Signature _____ Date _____

Executive Director of Personnel Approval _____ Date _____

PART II

Physician, Adoption Counselor or Military Official - Statement of Disability/Adoption/Military Status

Explanation of Need for Leave _____

Anticipated Start Date of Leave: _____ Approximate Date of Return to Work: _____

Printed Name of Doctor, Adoption Counselor or Military Official _____ Signature of Doctor, Adoption Counselor or Military Official _____

Current Date _____

Phone Number _____

Street Address _____

City _____

State _____

Zip Code _____

PART III

Request for Termination of Medical Leave -- to be completed prior to returning to work

(Physician must complete this section if leave is based on a serious health condition of the Employee.
If leave is not based on health condition of employee, the physician's release below is not necessary).

This is to certify that _____ has been examined by me and found to be physically and emotionally fit for resumption of his/her duties as a _____ on _____

_____ Date

_____ Physician's Signature

This is to advise the Personnel Department that I am available to return to an active status on _____

_____ Date

_____ Employee's Signature

NOTES

ACKNOWLEDGMENT

I understand that I am a Rock Hill Schools Food Service employee and agree to abide by all policies and procedures explained to me in the Orientation Guide for Food Service Employees.

I understand that information concerning a student meal status should never be released to anyone, discussed with anyone or in any other way be compromised.

I understand that I am required to comply fully with the Rock Hill Schools Three confidentiality agreement.

I understand the I am required to maintain the highest standards of food safety and sanitation in my assigned position.

By signing below, I acknowledge that I have received and understand the handbook for Food Service employees in the Rock Hill Schools.

Signature _____

Date: _____

SFA's Personnel Policies and Procedures

Appendix D

Use the link below to access the Policies listed below.

http://policy.microscribepub.com/cgi-bin/om_isapi.dll?clientID=2748849016&depth=2&djump=%27%27&infobase=york3_ro ck_hill.nfo&softpage=PL_frame

1. DM Cash in School Buildings
2. EF Food Services
 - a. AR EF-R Food Service
3. EFE Competitive Food Sales/ Vending Machines
 - a. AR EFE-R Competitive Food Services/ Vending Machines
4. GBAA Employee Racial/ Sexual Discrimination and Harassment
5. GBE Staff Rights and Responsibilities
6. GBEB Staff Conduct
7. GBEBDA Criminal Record Checks
8. GBEC Drug-Free and Alcohol-Free Schools/ Workplace
9. GBED Tobacco-Free Schools/ Staff
10. GDC/GDD Support Staff Leaves and Absences
11. GDJ Support Staff Assignments and Transfers
12. GDQB Resignation of Support Staff
13. IHAM Health Education
14. JJE Student Fund-Raising Activities

21 Day Cycle BIC K-5

Mon

Tues

Wed

Thurs

Fri

Strawberry Poptarts Graham Crackers Grape Juice Raisins Nonfat CHOCOLATE Lowfat White Milk	Mini Cinnis FRUIT PUNCH Juice Fresh Apple Nonfat CHOCOLATE Lowfat White Milk	Breakfast Pizza Apple Juice Cherry CranRaisins Nonfat CHOCOLATE Lowfat White Milk	Blueberry Muffin Graham Crackers Orange Juice Bananas Nonfat CHOCOLATE Lowfat White Milk	Mini French Toast Grape Juice Blueberry CranRaisins Nonfat CHOCOLATE Lowfat White Milk
Mini Blueberry Waffles FRUIT PUNCH Juice Raisins Nonfat CHOCOLATE Lowfat White Milk	Strawberry Nutrigrain Bar String Cheese Apple Juice Fresh Apple Nonfat CHOCOLATE Lowfat White Milk	Chicken Biscuit Orange Juice Cherry CranRaisins Nonfat CHOCOLATE Lowfat White Milk	Warm Cherry Strudel Grape Juice Bananas Nonfat CHOCOLATE Lowfat White Milk	Maple Mini Pancakes FRUIT PUNCH Juice Blueberry CranRaisins Nonfat CHOCOLATE Lowfat White Milk
Blueberry Muffin Graham Crackers Orange Juice Raisins Lowfat White Milk Nonfat CHOCOLATE	BAGEL W/ CREAM C Grape Juice Fresh Apple Nonfat CHOCOLATE Lowfat White Milk	EGG CHZ POT SAUS FRUIT PUNCH Juice Cherry CranRaisins Nonfat CHOCOLATE Lowfat White Milk	Reduced Sugar Cereal Graham Crackers Apple Juice Bananas Nonfat CHOCOLATE Lowfat White Milk	Sausage Biscuit Orange Juice Blueberry CranRaisins Nonfat CHOCOLATE Lowfat White Milk
Strawberry Splash Mini Pancakes Apple Juice Raisins Lowfat White Milk Nonfat CHOCOLATE	Blueberry Muffin Graham Crackers Orange Juice Fresh Apple Nonfat CHOCOLATE Lowfat White Milk	Sausage Biscuit Grape Juice Cherry CranRaisins Nonfat CHOCOLATE Lowfat White Milk	Warm Apple Strudel FRUIT PUNCH Juice Bananas Nonfat CHOCOLATE Lowfat White Milk	Strawberry Nutrigrain Bar String Cheese Apple Juice Blueberry CranRaisins Nonfat CHOCOLATE Lowfat White Milk
Strawberry Nutrigrain Bar String Cheese Apple Juice Raisins Lowfat White Milk Nonfat CHOCOLATE				

21 Day Cycle Breakfast K-5

Mon

Tues

Wed

Thurs

Fri

French Toast Sticks Assorted Cereals Apple Cinnamon Nutrigrain Bar Poptarts Graham Crackers Grape Juice Mixed Fruit Nonfat CHOCOLATE Lowfat White Milk Nonfat STRAWBERRY	Sausage Biscuit Assorted Cereals Apple Cinnamon Nutrigrain Bar Poptarts Graham Crackers 100% Juice Mixed Fruit Nonfat CHOCOLATE Lowfat White Milk Nonfat STRAWBERRY	Breakfast Pizza Assorted Cereals Apple Cinnamon Nutrigrain Bar Poptarts Graham Crackers 100% Juice Mixed Fruit Nonfat CHOCOLATE Lowfat White Milk Nonfat STRAWBERRY	Grits w/ Sausage & Toast w/ Jam Assorted Cereals Apple Cinnamon Nutrigrain Bar Poptarts Graham Crackers 100% Juice Mixed Fruit Nonfat CHOCOLATE Lowfat White Milk Nonfat STRAWBERRY	Chicken Biscuit Assorted Cereals Apple Cinnamon Nutrigrain Bar Poptarts Graham Crackers 100% Juice Mixed Fruit Nonfat CHOCOLATE Lowfat White Milk Nonfat STRAWBERRY
Chicken & Waffles w/ syrup Assorted Cereals Apple Cinnamon Nutrigrain Bar Poptarts Graham Crackers 100% Juice Mixed Fruit Nonfat CHOCOLATE Lowfat White Milk Nonfat STRAWBERRY	Blueberry Muffins Assorted Cereals Apple Cinnamon Nutrigrain Bar Poptarts Graham Crackers 100% Juice Mixed Fruit Nonfat CHOCOLATE Lowfat White Milk Nonfat STRAWBERRY	Breakfast Pizza Assorted Cereals Apple Cinnamon Nutrigrain Bar Poptarts Graham Crackers 100% Juice Mixed Fruit Nonfat CHOCOLATE Lowfat White Milk Nonfat STRAWBERRY	Pancake w/ Sausage Assorted Cereals Apple Cinnamon Nutrigrain Bar Poptarts Graham Crackers 100% Juice Mixed Fruit Nonfat CHOCOLATE Lowfat White Milk Nonfat STRAWBERRY	Cinnamon Roll Assorted Cereals Apple Cinnamon Nutrigrain Bar Poptarts Graham Crackers 100% Juice Mixed Fruit Nonfat CHOCOLATE Lowfat White Milk Nonfat STRAWBERRY
Pancakes w/ syrup Assorted Cereals Apple Cinnamon Nutrigrain Bar Poptarts Graham Crackers 100% Juice Mixed Fruit Nonfat CHOCOLATE Lowfat White Milk Nonfat STRAWBERRY	Biscuits w/ Gravy Assorted Cereals Apple Cinnamon Nutrigrain Bar Poptarts Graham Crackers 100% Juice Mixed Fruit Nonfat CHOCOLATE Lowfat White Milk Nonfat STRAWBERRY	Breakfast Pizza Assorted Cereals Apple Cinnamon Nutrigrain Bar Poptarts Graham Crackers 100% Juice Mixed Fruit Nonfat CHOCOLATE Lowfat White Milk Nonfat STRAWBERRY	Grits w/ Sausage & Toast w/ Jam Assorted Cereals Apple Cinnamon Nutrigrain Bar Poptarts Graham Crackers 100% Juice Mixed Fruit Nonfat CHOCOLATE Lowfat White Milk Nonfat STRAWBERRY	Sausage Biscuit Assorted Cereals Apple Cinnamon Nutrigrain Bar Poptarts Graham Crackers 100% Juice Mixed Fruit Nonfat CHOCOLATE Lowfat White Milk Nonfat STRAWBERRY
Waffles w/ Syrup Assorted Cereals Apple Cinnamon Nutrigrain Bar Poptarts Graham Crackers 100% Juice Mixed Fruit Nonfat CHOCOLATE Lowfat White Milk Nonfat STRAWBERRY	Chicken Biscuit Assorted Cereals Apple Cinnamon Nutrigrain Bar Poptarts Graham Crackers 100% Juice Mixed Fruit Nonfat CHOCOLATE Lowfat White Milk Nonfat STRAWBERRY	Breakfast Pizza Assorted Cereals Apple Cinnamon Nutrigrain Bar Poptarts Graham Crackers 100% Juice Mixed Fruit Nonfat CHOCOLATE Lowfat White Milk Nonfat STRAWBERRY	Cheesy Grits w/ Toast & Jam Assorted Cereals Apple Cinnamon Nutrigrain Bar Poptarts Graham Crackers 100% Juice Mixed Fruit Nonfat CHOCOLATE Lowfat White Milk Nonfat STRAWBERRY	Biscuits & Gravy Assorted Cereals Apple Cinnamon Nutrigrain Bar Poptarts Graham Crackers 100% Juice Mixed Fruit Nonfat CHOCOLATE Lowfat White Milk Nonfat STRAWBERRY
Biscuits w/ Sausage & Gravy Assorted Cereals Apple Cinnamon Nutrigrain Bar Poptarts Graham Crackers 100% Juice Mixed Fruit Nonfat CHOCOLATE Lowfat White Milk Nonfat STRAWBERRY				

21 Day Cycle Lunch K-5

Mon

Tues

Wed

Thurs

Fri

Chicken Nuggets Macaroni & Cheese Baja Fish Tacos Chef Salad Wheat Dinner Roll Ranch Dressing Garden Salad Wrap Tater Tots Blue Ribbon Slaw Pineapple Tidbits Fresh Fruit Canned Fruit Choice of Milk	Italian Pizza Macaroni Wheat Dinner Roll Barbecue Riblet Sand Crispy Chicken Salad Ranch Dressing Cheese Sandwich Baked Beans Roasted Vegetables Fresh Fruit Canned Fruit Choice of Milk	Mini Meatball Italiano Soup Cheesy Breadstick Chicken Patty Sandwich Chef Salad Wheat Dinner Roll Ranch Dressing Pbj Sandwich Citrus Glazed Carrots Potato Sticks Fresh Fruit Canned Fruit Choice of Milk	Cheese Nachos Chips Hot Ham & Cheese Lift-Offs Spinach Sala Wheat Dinner Roll Ranch Dressing Spicy Buffalo Wrap Garden Salad Hot Green Beans Fresh Fruit Canned Fruit Choice of Milk	Pepperoni Pizza Italian Sandwich Chef Salad Wheat Dinner Roll Ranch Dressing Pbj Sandwich Fresh Broccoli Trees Sweet Potato Bites Fresh Fruit Canned Fruit Choice of Milk
Popcorn Chicken Bowl Wheat Dinner Roll Grilled Cheese Chef Salad Wheat Dinner Roll Ranch Dressing Ham Sandwich Garden Salad Creamed Spinach Corn Fresh Fruit Canned Fruit Choice of Milk	Southwest Chicken Tomato Soup Cheeseburger Chicken Caesar Salad Wheat Dinner Roll Ranch Dressing Crispy Chicken Wrap Refried Beans w/ Chee Peas & Carrots Fresh Fruit Canned Fruit Choice of Milk	Alfredo Mac Wheat Dinner Roll Patty Melt Chef Salad Wheat Dinner Roll Ranch Dressing Pbj Sandwich Yams Garden Salad Fresh Fruit Canned Fruit Choice of Milk	French Toast Sticks Colby Cheese Omelet Beef Philly Sandwich Crispy Chicken Salad Wheat Dinner Roll Ranch Dressing Turkey Wrap Sweet Potato Bites Broccoli Trees Fresh Fruit Canned Fruit Choice of Milk	Mini Cheese Ravioli Wheat Dinner Roll Two Beef Tacos Chef Salad Wheat Dinner Roll Ranch Dressing Pbj Sandwich Hot Black Beans Garden Salad Fresh Fruit Canned Fruit Choice of Milk
Biscuit Cheeseburger Chef Salad Wheat Dinner Roll Ranch Dressing American Sandwich Hot Corn Sweet Potato Waffle Fries Fresh Fruit Canned Fruit Choice of Milk	Popcorn Chicken Biscuit Hot Turkey & Cheese Crispy Chicken Salad Wheat Dinner Roll Ranch Dressing Caesar Wrap Tomato & Cucumber S Roasted Broccoli Fresh Fruit Canned Fruit Choice of Milk	Salisbury Steak w/Gravy Steamed Brown Rice Parmesan Chicken Burger Chef Salad Wheat Dinner Roll Ranch Dressing Pbj Sandwich Black Eyed Peas Garden Salad Fresh Fruit Canned Fruit Choice of Milk	Chicken Noodle Soup Cheese Itz Corn Dog Lift-Offs Spinach Sala Wheat Dinner Roll Ham Sandwich Ranch Dressing Garden Salad Citrus Glazed Carrots Fresh Fruit Canned Fruit Choice of Milk	Cheese Pizza Beef Philly Sandwich Chef Salad Wheat Dinner Roll Ranch Dressing Pbj Sandwich Deli Roasted Potatoes Roasted Vegetables Fresh Fruit Canned Fruit Choice of Milk
Chicken Nuggets Steamed Brown Rice Chef Salad Ranch Dressing Little Italy Meatball Sub Wheat Dinner Roll Ham Sandwich Stewed Tomatoes Potato Sticks Fresh Fruit Canned Fruit Choice of Milk	Macaroni & Cheese Wheat Dinner Roll Patty Melt Crispy Chicken Salad Ranch Dressing Turkey Sandwich Celery Sticks Baked Beans Fresh Fruit Canned Fruit Choice of Milk	Teriyaki Chicken Fried Brown Rice Grilled Cheese Peanut Butter & Jelly Sandwich Chef Salad Wheat Dinner Roll Tomato Basil Soup Broccoli Trees Fresh Fruit Canned Fruit Choice of Milk	Meatballs Cheesy Breadstick Corn Dog Hearty Garden Salad Wheat Dinner Roll Crispy Chicken Wrap Ranch Dressing Curried Cauliflower Garden Salad Fresh Fruit Canned Fruit Choice of Milk	Pepperoni Pizza Beef Philly Sandwich Chef Salad Wheat Dinner Roll Ranch Dressing Pbj Sandwich Tater Tots Hot Green Beans Fresh Fruit Canned Fruit Choice of Milk
Chicken Nuggets Macaroni & Cheese Hot Ham & Cheese Chef Salad Ranch Dressing Wheat Dinner Roll Cheese Sandwich Mashed Potatoes Hot Green Beans Fresh Fruit Canned Fruit Choice of Milk				

21 Day Cycle Breakfast Secondary

Mon

Tues

Wed

Thurs

Fri

Pancakes w/ Syrup Sausage Biscuit Chicken Biscuit Assorted Cereals Grab & Go BK Items Fresh Fruit 100 % Fruit Juice Choice of Milk	Biscuits & Gravy Sausage Biscuit Chicken Biscuit Assorted Cereals Grab & Go BK Items Fresh Fruit 100 % Fruit Juice Choice of Milk	Breakfast Pizza Sausage Biscuit Chicken Biscuit Assorted Cereals Grab & Go BK Items Fresh Fruit 100 % Fruit Juice Choice of Milk	Cheesy Grits Toast w/Jam Sausage Biscuit Chicken Biscuit Assorted Cereals Grab & Go BK Items Fresh Fruit 100 % Fruit Juice Choice of Milk	Chicken & Waffles w. Syrup Sausage Biscuit Chicken Biscuit Assorted Cereals Grab & Go BK Items Fresh Fruit 100 % Fruit Juice Choice of Milk
French Toast Sticks w. Syrup Sausage Biscuit Chicken Biscuit Assorted Cereals Grab & Go BK Items Fresh Fruit 100 % Fruit Juice Choice of Milk	Breakfast Tacos Chicken Biscuit Sausage Biscuit Assorted Cereals Grab & Go BK Items Fresh Fruit 100 % Fruit Juice Choice of Milk	Breakfast Pizza Sausage Biscuit Chicken Biscuit Assorted Cereals Grab & Go BK Items Fresh Fruit 100 % Fruit Juice Choice of Milk	Grits w/ Sausage Toast w/Jam Chicken Biscuit Sausage Biscuit Assorted Cereals Grab & Go BK Items Fresh Fruit 100 % Fruit Juice Choice of Milk	Biscuits & Gravy Sausage Biscuit Chicken Biscuit Assorted Cereals Grab & Go BK Items Fresh Fruit 100 % Fruit Juice Choice of Milk
Pancakes w/Syrup Sausage Biscuit Chicken Biscuit Assorted Cereals Grab & Go BK Items Fresh Fruit 100 % Fruit Juice Choice of Milk	Pancake & Sausage Chicken Biscuit Sausage Biscuit Assorted Cereals Grab & Go BK Items Fresh Fruit 100 % Fruit Juice Choice of Milk	Breakfast Pizza Sausage Biscuit Chicken Biscuit Assorted Cereals Grab & Go BK Items Fresh Fruit 100 % Fruit Juice Choice of Milk	Grits Colby Cheese Omelet Toast w/Jam Chicken Biscuit Sausage Biscuit Assorted Cereals Grab & Go BK Items Fresh Fruit 100 % Fruit Juice Choice of Milk	Biscuits & Gravy Chicken Biscuit Sausage Biscuit Assorted Cereals Grab & Go BK Items Fresh Fruit 100 % Fruit Juice Choice of Milk
Pancakes w/ Syrup Sausage Biscuit Chicken Biscuit Assorted Cereals Grab & Go BK Items Fresh Fruit 100 % Fruit Juice Choice of Milk	Biscuits & Gravy Sausage Biscuit Chicken Biscuit Assorted Cereals Grab & Go BK Items Fresh Fruit 100 % Fruit Juice Choice of Milk	Breakfast Pizza Sausage Biscuit Chicken Biscuit Assorted Cereals Grab & Go BK Items Fresh Fruit 100 % Fruit Juice Choice of Milk	Cheesy Grits Toast w/Jam Sausage Biscuit Chicken Biscuit Assorted Cereals Grab & Go BK Items Fresh Fruit 100 % Fruit Juice Choice of Milk	Chicken & Waffles w/ Syrup Sausage Biscuit Chicken Biscuit Assorted Cereals Grab & Go BK Items Fresh Fruit 100 % Fruit Juice Choice of Milk
Waffles w/Syrup Sausage Biscuit Chicken Biscuit Assorted Cereals Grab & Go BK Items Fresh Fruit 100 % Fruit Juice Choice of Milk				

21 Day Cycle Middle School Lunch

Monday Tuesday Wednesday Thursday Friday

Popcorn Chicken Bowl Wheat Dinner Roll Little Italy Meatball Sub Cheeseburger Chicken Patty Sandwich Hamburger Cheese Pizza Pepperoni Pizza Chef Salad Cheesy Bread w/Dip Chef Salad Crispy Chicken Salad Wheat Dinner Roll Ham Wrap Beefy Nachos Mexi-Chicken Nachos Cheese Nachos Chips Turkey Tacos Crunchy Turkey Tacos Chicken Tacos Crunchy Chicken Tac Steamed Brown Rice Garden Salad Mashed Potatoes Corn	Alfredo Mac Wheat Dinner Roll Patty Melt Cheeseburger Chicken Patty Sandwich Hamburger Cheese Pizza Pepperoni Pizza Chef Salad Spicy Buffalo Salad Wheat Dinner Roll Turkey Sub Beefy Nachos Mexi-Chicken Nachos Cheese Nachos Chips Crunchy Beef Tacos Chicken Tacos Crunchy Chicken Taco Garden Salad Fresh Broccoli Trees Potato Smiles Diced Peaches	Pancakes Sausage Link Barbecue Riblet Sand Wheat Dinner Roll Cheeseburger Chicken Patty Sandwich Hamburger Cheese Pizza Pepperoni Pizza STATION, FAST TAK Chef Salad Crispy Chicken Salad Wheat Dinner Roll Pbj Sandwich Beefy Nachos Mexi-Chicken Nachos Cheese Nachos Chips Crunchy Beef Tacos Chicken Tacos Crunchy Chicken Tac Steamed Brown Rice Garden Salad Sweet Potato Bites Hot Peas	Teriyaki Chicken Steamed Brown Rice Corn Dog Cheeseburger Chicken Patty Sandwich Hamburger Cheese Pizza Pepperoni Pizza Chef Salad Spinach Salad Wheat Dinner Roll Chicken Salad Wrap Beefy Nachos Mexi-Chicken Nachos Cheese Nachos Chips Crunchy Beef Tacos Chicken Tacos Steamed Brown Rice Garden Salad Potato Sticks Pinto Beans Pineapple Tidbits Fresh Apple	Cheese Lasagna Roll Baja Fish Tacos Cheeseburger Chicken Patty Sandwich Hamburger Cheese Pizza Pepperoni Pizza Chef Salad Crispy Chicken Salad Wheat Dinner Roll Caesar Wrap Beefy Nachos Mexi-Chicken Nachos Cheese Nachos Chips Crunchy Beef Tacos Chicken Tacos Steamed Brown Rice Garden Salad Potato Sticks Pinto Beans Pineapple Tidbits Fresh Apple
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21 Day Cycle Middle School Lunch

21 Day Cycle Middle School Lunch

Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
Turkey Gravy Steamed Brown Rice Buffalo Chicken Burg- er Cheeseburger Chicken Patty Sandwich Hamburger Cheese Pizza Pepperoni Pizza Chef Salad Crispy Chicken Salad Wheat Dinner Roll Peanut Butter & Jelly Sandwich Beefy Nachos Mexi-Chicken Nachos Cheese Nachos Chips Crunchy Beef Tacos Chicken Tacos Crunchy Chicken Tac Steamed Brown Rice Garden Salad Refried Beans w Cheese Potato Sticks Diced Peaches Black Eyed Peas App'sauce	Mini Cheese Ravioli Wheat Dinner Roll Chicken Nuggets Cheeseburger Chicken Patty Sandwich Hamburger Cheese Pizza Pepperoni Pizza Chef Salad Greek Salad Wheat Dinner Roll Crispy Chicken Wrap Beefy Nachos Mexi-Chicken Nachos Cheese Nachos Chips Crunchy Beef Tacos Chicken Tacos Crunchy Chicken Tac Steamed Brown Rice Garden Salad Refried Beans w Cheese Potato Sticks Diced Peaches	Steamed Brown Rice Buffalo Chicken Burg- er Beef & Bean Burrito Fiesta Chicken Burrito Beef Philly Sandwich Wheat Dinner Roll Cheeseburger Chicken Patty Sandwich Hamburger Cheese Pizza Pepperoni Pizza Chef Salad Greek Salad Wheat Dinner Roll Crispy Chicken Wrap Beefy Nachos Mexi-Chicken Nachos Cheese Nachos Chips Crunchy Beef Tacos Chicken Tacos Crunchy Chicken Tac Steamed Brown Rice Garden Salad Refried Beans w Cheese Potato Sticks Diced Peaches Curried Cauliflower	Italian Pizza Macaroni Wheat Dinner Roll Hot Ham & Cheese Cheeseburger Chicken Patty Sandwich Hamburger Cheese Pizza Pepperoni Pizza Chef Salad Spicy Buffalo Salad Wheat Dinner Roll Pbj Sandwich Beefy Nachos Mexi-Chicken Nachos Cheese Nachos Chips Crunchy Beef Tacos Chicken Tacos Crunchy Chicken Tac Steamed Brown Rice Garden Salad Citrus Glazed Carrots Potato Sticks Pineapple T. bits	Chicken Noodle Soup Cheese Iiz Hot Ham & Cheese Cheeseburger Chicken Patty Sandwich Hamburger Cheese Pizza Pepperoni Pizza Chef Salad Crispy Chicken Salad Wheat Dinner Roll Pbj Sandwich Beefy Nachos Mexi-Chicken Nachos Cheese Nachos Chips Crunchy Beef Tacos Chicken Tacos Crunchy Chicken Tac Steamed Brown Rice Garden Salad Citrus Glazed Carrots Potato Sticks Pineapple T. bits	Popcorn Chicken Bowl Wheat Dinner Roll Little Italy Meatball Sub Cheeseburger Chicken Patty Sandwich Hamburger Cheese Pizza Pepperoni Pizza Cheesy Bread w/Trip Chef Salad Crispy Chicken Salad Ham Wrap Beefy Nachos Mexi-Chicken Nachos Cheese Nachos Chips Crunchy Beef Tacos Chicken Tacos Crunchy Chicken Tac Steamed Brown Rice Garden Salad Mashed Potatoes	Chicken Nuggets Macaroni & Cheese Grilled Cheese Cheeseburger Chicken Patty Sandwich Hamburger Cheese Pizza Pepperoni Pizza STAT'ON, FAST TAK Chef Salad Chicken Caesar Salad Wheat Dinner Roll Peanut Butter & Jelly Sandwich Beefy Nachos Mexi-Chicken Nachos Cheese Nachos Chips Crunchy Beef Tacos Chicken Tacos Crunchy Chicken Tac Steamed Brown Rice Garden Salad Sweet Potato WaffleFr Baked Beans Diced Peaches	Spaghetti with Meat- ball Wheat Dinner Roll Barbecue Riblet Sand Cheeseburger Chicken Patty Sandwich Hamburger Cheese Pizza Pepperoni Pizza Pepperoni Pizza Cheesy Bread w/Dip Chef Salad Crispy Chicken Salad Wheat Dinner Roll Turkey Wrap Beefy Nachos Mexi-Chicken Nachos Cheese Nachos Chips Crunchy Beef Tacos Chicken Tacos Crunchy Chicken Tac Steamed Brown Rice Garden Salad Hot Green Beans Roasted Vegetables	Teri Chicken Vegetable Lo Mein Original Hot Dog Cheeseburger Chicken Patty Sandwich Hamburger Cheese Pizza Pepperoni Pizza Chef Salad Spicy Buffalo Salad Wheat Dinner Roll American Sub Beefy Nachos Mexi-Chicken Nachos Cheese Nachos Chips Crunchy Beef Tacos Chicken Tacos Crunchy Chicken Tac Steamed Brown Rice Garden Salad Tater Tots Blue Ribbon Saw Mixed Fruit	Chicken Noodle Soup Cheese Iiz Hot Ham & Cheese Cheeseburger Chicken Patty Sandwich Hamburger Cheese Pizza Pepperoni Pizza Chef Salad Crispy Chicken Salad Wheat Dinner Roll Pbj Sandwich Beefy Nachos Mexi-Chicken Nachos Cheese Nachos Chips Crunchy Beef Tacos Chicken Tacos Crunchy Chicken Tac Steamed Brown Rice Garden Salad Citrus Glazed Carrots Potato Sticks Pineapple T. bits

21 Day Cycle Middle School Lunch

21 Day Cycle Middle School Lunch

Monday

Tuesday

Wednesday

Thursday

Monday

Popcorn Chicken Bowl
Wheat Dinner Roll
Little Italy Meatball
Sub
Cheeseburger
Chicken Patty
Sandwich
Hamburger
Cheese Pizza
Pepperoni Pizza
Cheesy Bread w/Dip
Chef Salad
Crispy Chicken Salad
Ham Wrap
Beefy Nachos
Mexi-Chicken Nachos
Cheese Nachos
Chips
Crunchy Beef Tacos
Chicken Tacos
Crunchy Chicken Tac
Steamed Brown Rice
Garden Salad
Mashed Potatoes
Corn

Alfredo Mac
Wheat Dinner Roll
Patty Melt
Cheeseburger
Chicken Patty
Sandwich
Hamburger
Cheese Pizza
Pepperoni Pizza
STATION, FAST TAK
Chef Salad
Spicy Buffalo Salad
Wheat Dinner Roll
Turkey Sub
Beefy Nachos
Mexi-Chicken Nachos
Cheese Nachos
Chips
Crunchy Beef Tacos
Chicken Tacos
Crunchy Chicken Tac
Garden Salad
Fresh Broccoli Trees
Potato Smiles
Diced Peaches

Pancakes
Sausage Link
Barbecue Violet Sand
Wheat Dinner Roll
Cheeseburger
Chicken Patty
Sandwich
Hamburger
Cheese Pizza
Pepperoni Pizza
STATION, FAST TAK
Chef Salad
Crispy Chicken Salad
Wheat Dinner Roll
Pbj Sandwich
Beefy Nachos
Mexi-Chicken Nachos
Cheese Nachos
Chips
Crunchy Beef Tacos
Chicken Tacos
Crunchy Chicken Tac
Garden Salad
Crunchy Chicken Tac
Steamed Brown Rice
Garden Salad
Sweet Potato Bites
Hot Peas

Teriyaki Chicken
Steamed Brown Rice
Corn Dog
Cheeseburger
Chicken Patty
Sandwich
Hamburger
Cheese Pizza
Pepperoni Pizza
Chef Salad
Spinach Salad
Wheat Dinner Roll
Chicken Salad Wrap
Beefy Nachos
Mexi-Chicken Nachos
Cheese Nachos
Chips
Crunchy Beef Tacos
Chicken Tacos
Crunchy Chicken Tac
Garden Salad
Citrus Glazed Carrots
Celery Sticks
Mixed Fruit

Cheese Lasagna Roll
Baja Fish Tacos
Cheeseburger
Chicken Patty
Sandwich
Hamburger
Cheese Pizza
Pepperoni Pizza
Chef Salad
Crispy Chicken Salad
Wheat Dinner Roll
Caesar Wrap
Beefy Nachos
Mexi-Chicken Nachos
Cheese Nachos
Chips
Crunchy Beef Tacos
Chicken Tacos
Steamed Brown Rice
Garden Salad
Potato Sticks
Pinto Beans
Pineapple Tidbits
Fresh Apple

Turkey Gravy
Steamed Brown Rice
Buffalo Chicken Burg
er
Cheeseburger
Chicken Patty
Sandwich
Hamburger
Cheese Pizza
Pepperoni Pizza
Chef Salad
Crispy Chicken Salad
Wheat Dinner Roll
Peanut Butter & Jelly
Sandwich
Beefy Nachos
Mexi-Chicken Nachos
Cheese Nachos
Chips
Crunchy Beef Tacos
Chicken Tacos
Crunchy Chicken Tac
Steamed Brown Rice
Garden Salad
Yams
Black Eyed Peas
Applesauce

21 Day Cycle High School Lunch

Monday	Tuesday	Wednesday	Thursday	Friday
Popcorn Chicken Bowl	Alfredo Mac	Pancakes	Teriyaki Chicken	Cheese Lasagna Roll
Wheat Dinner Roll	Wheat Dinner Roll	Sausage Link	Steamed Brown Rice	Baja Fish Tacos
Little Italy Meatball Sub	Patty Melt	Barbecue Riblet Sand	Corn Dog	Cheeseburger
Cheeseburger	Cheeseburger	Wheat Dinner Roll	Cheeseburger	Chicken Patty
Chicken Patty	Chicken Patty	Cheeseburger	Chicken Patty	Sandwich
Sandwich	Sandwich	Chicken Patty	Sandwich	Hamburger
Hamburger	Hamburger	Sandwich	Hamburger	Cheese Pizza
Cheese Pizza	Cheese Pizza	Hamburger	Cheese Pizza	Pepperoni Pizza
Pepperoni Pizza	Pepperoni Pizza	Cheese Pizza	Pepperoni Pizza	Chef Salad
Cheesy Bread w/Dip	Chef Salad	Pepperoni Pizza	Chef Salad	Crispy Chicken Salad
Chef Salad	Spicy Buffalo Salad	STATION, FAST TAK	Spinach Salad	Wheat Dinner Roll
Crispy Chicken Salad	Wheat Dinner Roll	Chef Salad	Wheat Dinner Roll	Caesar Wrap
Wheat Dinner Roll	Turkey Sub	Crispy Chicken Salad	Chicken Salad Wrap	Beefy Nachos
Ham Wrap	Beefy Nachos	Wheat Dinner Roll	Beefy Nachos	Mexi-Chicken Nachos
Beefy Nachos	Mexi-Chicken Nachos	Pbj Sandwich	Beefy Nachos	Cheese Nachos
Mexi-Chicken Nachos	Cheese Nachos	Beefy Nachos	Cheese Nachos	Chips
Cheese Nachos	Chips	Mexi-Chicken Nachos	Chips	Crunchy Beef Tacos
Chips	Crunchy Beef Tacos	Cheese Nachos	Crunchy Beef Tacos	Chicken Tacos
Turkey Tacos	Chicken Tacos	Chips	Chicken Tacos	Steamed Brown Rice
Crunchy Turkey Tacos	Crunchy Chicken Taco	Crunchy Beef Tacos	Crunchy Chicken Tac	Garden Salad
Chicken Tacos	Garden Salad	Chicken Tacos	Garden Salad	Potato Sticks
Crunchy Chicken Tac	Fresh Broccoli Trees	Crunchy Chicken Tac	Glazed Carrots	Pineapple Tidbits
Steamed Brown Rice	Potato Smiles	Steamed Brown Rice	Celery Sticks	Fresh Apple
Garden Salad	Diced Peaches	Garden Salad	Mixed Fruit	
Mashed Potatoes		Sweet Potato Bites		
Corn		Hot Peas		

21 Day Cycle High School Lunch

21 Day Cycle High School Lunch

Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
Turkey Gravy Steamed Brown Rice Buffalo Chicken Burg- er Cheeseburger Chicken Patty Sandwich Hamburger Cheese Pizza Pepperoni Pizza Chef Salad Crispy Chicken Salad Wheat Dinner Roll Peanut Butter & Jelly Sandwich Beefy Nachos Mexi-Chicken Nachos Cheese Nachos Chips Crunchy Beef Tacos Chicken Tacos Crunchy Chicken Tac Steamed Brown Rice Garden Salad Yams Black Eyed Peas Applesauce	Mini Cheese Ravioli Wheat Dinner Roll Chicken Nuggets Cheeseburger Chicken Patty Sandwich Hamburger Cheese Pizza Pepperoni Pizza Chef Salad Greek Salad Wheat Dinner Roll Crispy Chicken Wrap Beefy Nachos Mexi-Chicken Nachos Cheese Nachos Chips Crunchy Beef Tacos Chicken Tacos Crunchy Chicken Tac Steamed Brown Rice Garden Salad Refried Beans w Cheese Potato Sticks Diced Peaches	Beef & Bean Burrito Fiesta Chicken Burrito Beef Philly Sandwich Wheat Dinner Roll Cheeseburger Chicken Patty Sandwich Hamburger Cheese Pizza Pepperoni Pizza Sandwich Hamburger Pepperoni Pizza Chef Salad Spicy Buffalo Salad Wheat Dinner Roll Pbj Sandwich Beefy Nachos Mexi-Chicken Nachos Cheese Nachos Chips Crunchy Beef Tacos Chicken Tacos Crunchy Chicken Tac Steamed Brown Rice Garden Salad Sweet Potato Bites Mixed Fruit	Italian Pizza Macaroni Wheat Dinner Roll Hot Ham & Cheese Cheeseburger Chicken Patty Sandwich Hamburger Cheese Pizza Pepperoni Pizza Chef Salad Spicy Buffalo Salad Wheat Dinner Roll Pbj Sandwich Beefy Nachos Mexi-Chicken Nachos Cheese Nachos Chips Crunchy Beef Tacos Chicken Tacos Crunchy Chicken Tac Steamed Brown Rice Garden Salad Sweet Potato Bites Mixed Fruit	Chicken Noodle Soup Cheese Itz Hot Ham & Cheese Cheeseburger Chicken Patty Sandwich Hamburger Cheese Pizza Pepperoni Pizza Chef Salad Crispy Chicken Salad Wheat Dinner Roll Pbj Sandwich Beefy Nachos Mexi-Chicken Nachos Cheese Nachos Chips Crunchy Beef Tacos Chicken Tacos Crunchy Chicken Tac Steamed Brown Rice Garden Salad Sweet Potato Bites Mixed Fruit	Popcorn Chicken Bowl Wheat Dinner Roll Little Italy Meatball Sub Cheeseburger Chicken Patty Sandwich Hamburger Cheese Pizza Pepperoni Pizza Cheesy Bread w/Dip Chef Salad Crispy Chicken Salad Ham Wrap Beefy Nachos Mexi-Chicken Nachos Cheese Nachos Chips Crunchy Beef Tacos Chicken Tacos Crunchy Chicken Tac Steamed Brown Rice Garden Salad Mashed Potatoes	Chicken Nuggets Macaroni & Cheese Grilled Cheese Cheeseburger Chicken Patty Sandwich Hamburger Cheese Pizza Pepperoni Pizza STATION, FAST TAK Chef Salad Chicken Caesar Salad Wheat Dinner Roll Peanut Butter & Jelly Sandwich Beefy Nachos Mexi-Chicken Nachos Cheese Nachos Chips Crunchy Beef Tacos Chicken Tacos Crunchy Chicken Tac Steamed Brown Rice Garden Salad Sweet Potato WaffleFri Baked Beans Diced Peaches	Spaghetti with Meat- ball Wheat Dinner Roll Barbecue Riblet Sand Cheeseburger Chicken Patty Sandwich Hamburger Cheese Pizza Pepperoni Pizza Cheesy Bread w/Dip Chef Salad Crispy Chicken Salad Wheat Dinner Roll Turkey Wrap Beefy Nachos Mexi-Chicken Nachos Cheese Nachos Chips Crunchy Beef Tacos Chicken Tacos Crunchy Chicken Tac Steamed Brown Rice Garden Salad Hot Green Beans Roasted Vegetables	Teri Chicken Vegetable Lo Mein Original Hot Dog Cheeseburger Chicken Patty Sandwich Hamburger Cheese Pizza Pepperoni Pizza Chef Salad Spicy Buffalo Salad Wheat Dinner Roll American Sub Beefy Nachos Mexi-Chicken Nachos Cheese Nachos Chips Crunchy Beef Tacos Chicken Tacos Crunchy Chicken Tac Steamed Brown Rice Tater Tots Blue Ribbon Slaw Mixed Fruit	Chicken Noodle Soup Cheese Itz Hot Ham & Cheese Cheeseburger Chicken Patty Sandwich Hamburger Cheese Pizza Pepperoni Pizza Chef Salad Crispy Chicken Salad Wheat Dinner Roll Pbj Sandwich Beefy Nachos Mexi-Chicken Nachos Cheese Nachos Chips Crunchy Beef Tacos Chicken Tacos Crunchy Chicken Tac Steamed Brown Rice Garden Salad Sweet Potato Bites Mixed Fruit

21 Day Cycle High School Lunch

21 Day Cycle High School Lunch

Monday

Tuesday

Wednesday

Thursday

Friday

Monday

Popcorn Chicken Bowl
Wheat Dinner Roll
Little Italy Meatball
Sub
Cheeseburger
Chicken Patty
Sandwich
Hamburger
Cheese Pizza
Pepperoni Pizza
Cheesy Bread w/ D'p
Chef Salad
Crispy Chicken Salad
Beefy Nachos
Mexi-Chicken Nachos
Cheese Nachos
Chips
Crunchy Beef Tacos
Chicken Tacos
Crunchy Chicken Tac
Steamed Brown Rice
Garden Salad
Mashed Potatoes
Corn

Alfredo Mac
Wheat Dinner Roll
Patty Melt
Cheeseburger
Chicken Patty
Sandwich
Hamburger
Cheese Pizza
Pepperoni Pizza
STATION, FAST TAK
Chef Salad
Spicy Buffalo Salad
Wheat Dinner Roll
Turkey Sub
Beefy Nachos
Mexi-Chicken Nachos
Cheese Nachos
Chips
Crunchy Beef Tacos
Chicken Tacos
Crunchy Chicken Tac
Garden Salad
Fresh Broccoli Trees
Potato Smiles
Diced Peaches

Pancakes
Sausage Link
Barbecue Riblet Sand
Wheat Dinner Roll
Cheeseburger
Chicken Patty
Sandwich
Hamburger
Cheese Pizza
Pepperoni Pizza
STATION, FAST TAK
Chef Salad
Crispy Chicken Salad
Wheat Dinner Roll
Ply Sandwich
Beefy Nachos
Mexi-Chicken Nachos
Cheese Nachos
Chips
Crunchy Beef Tacos
Chicken Tacos
Crunchy Chicken Tac
Garden Salad
Steamed Brown Rice
Garden Salad
Sweet Potato Bites
Hot Peas

Tonyaki Chicken
Steamed Brown Rice
Corn Dog
Cheeseburger
Chicken Patty
Sandwich
Hamburger
Cheese Pizza
Pepperoni Pizza
Chef Salad
Spinach Salad
Wheat Dinner Roll
Chicken Salad Wrap
Beefy Nachos
Mexi-Chicken Nachos
Cheese Nachos
Chips
Crunchy Beef Tacos
Chicken Tacos
Crunchy Chicken Tac
Garden Salad
Glazed Carrots
Celery Sticks
Mixed Fruit

Cheese Lasagna Roll
Baja Fish Tacos
Cheeseburger
Chicken Patty
Sandwich
Hamburger
Cheese Pizza
Pepperoni Pizza
Chef Salad
Crispy Chicken Salad
Wheat Dinner Roll
Caesar Wrap
Beefy Nachos
Mexi-Chicken Nachos
Cheese Nachos
Chips
Crunchy Beef Tacos
Chicken Tacos
Crunchy Chicken Tac
Garden Salad
Pineapple Tidbits
Fresh Apple

Turkey Gravy
Steamed Brown Rice
Buffalo Chicken Burg-
er
Cheeseburger
Chicken Patty
Sandwich
Hamburger
Cheese Pizza
Pepperoni Pizza
Chef Salad
Crispy Chicken Salad
Wheat Dinner Roll
Peanut Butter & Jelly
Sandwich
Beefy Nachos
Mexi-Chicken Nachos
Cheese Nachos
Chips
Crunchy Beef Tacos
Chicken Tacos
Crunchy Chicken Tac
Steamed Brown Rice
Garden Salad
Yams
Black Eyed Peas
Applesauce

Agency	Entitlement	Used	Bonus	% Used	Entitlement Remaining
4603 - York 03		575,573.63	0.00	99.13	5,041.30

Agency	Entitlement	Used	Bonus	% Used	Entitlement Remaining
4603 - York 03		605,421.45	0.00	96.47	22,169.07

	USDA
Belleview	\$1,038.62
Castle Heights	\$3,765.73
Dutchman Creek	\$4,449.75
Ebenezer	\$2,056.26
Ebinport	\$1,371.43
Edgewood	\$0.00
Finley Road	\$954.14
Flex	\$0.00
Independence	\$870.39
India Hook	\$1,674.69
Lesslie	\$1,164.84
Mt. Gallant	\$1,005.48
Mt. Holly	\$1,532.85
Northside	\$965.90
Northwestern	\$1,371.51
Oakdale	\$340.23
Old Pointe	\$871.10
Rawlinson	\$4,004.46
Richmond Drive	\$1,257.28
Rock Hill High	\$3,331.80
Rosewood	\$1,072.83
Saludia Trail	\$4,251.89
South Point	\$3,663.48
Sullivan	\$2,354.12
Sunset Park	\$734.71
Sylvia Circle	\$2,191.27
York Road	\$1,156.66
District Total	
	\$47,451.42
	USDA

Value Of Commodities Shipped

South Carolina Department Of Education

Food Distribution Program

Program Year: 2016 - 2017

From 7/1/2016 To 1/31/2017

Program: All Programs

Agency: York 03-4603

Commodity Type	Item Number	Description	Pack Size	Units	Total Value
Entitlement Commodities					
USDA Foods					
	100012	CHEESE CHED RDU FAT	CS	86	\$5,693.20
	100021	CHEESE MOZ LM PART S	CS	160	\$9,036.80
	100036	CHEESE BLEND AMER SK	CS	55	\$2,897.95
	100101	CHICKEN DICED	CS	150	\$12,643.50
	100117	CHICKEN FAJITA STRIP	CS	278	\$13,975.06
	100124	TURKEY CHILLED -BULK	LBS	9,820	\$12,766.00
	100206	APPLE SLICES CAN-6/1	CS	199	\$5,808.81
	100212	MIXED FRUIT EX LT CA	CS	235	\$9,590.35
	100219	PEACHES CLING SLICES	CS	80	\$3,383.20
	100225	PEARS DICED EX LT CA	CS	219	\$7,014.57
	100241	PEACH FREESTONE DICE	CS	75	\$3,165.00
	100256	STRAWBERRY FRZ CUP-9	CS	150	\$6,843.00
	100330	TOMATO SALSA CAN-6/1	CS	70	\$1,296.40
	100348	CORN FRZ CTN-30 LB	CS	88	\$1,606.00
	100350	PEAS GREEN FRZ CTN-3	CS	40	\$902.40
	100351	BEANS GREEN FRZ CTN-	CS	70	\$1,234.80
	100352	CARROTS FRZ CTN-30 L	CS	39	\$591.63
	100365	BEANS PINTO CAN-6/10	CS	50	\$681.50
	100368	BEANS BLACK EYE CAN-6	CS	10	\$161.10
	101031	RICE BRN US#1 LONG P	CS	25	\$195.00
	110361	APPLESAUCE CUP-96/4.	CS	150	\$2,283.00
	110393	PANCAKES WHOLE WHEAT	CS	385	\$3,457.30
	110473	BROCCOLI FRZ	CS	80	\$2,959.20
	110541	APPLESAUCE UNSWEETEN	CS	477	\$8,676.63
Total USDA Foods				12,991	\$116,862.40
Total Entitlement Commodities				12,991	\$116,862.40
Grand Total				12,991	\$116,862.40

2/15/2017

Page 1 of 1 Pages

2015-2016 sy Extra Sales in Cafeterias -No Catering Included

	Student Ala Carte	Adult Ala Carte
Bellevue	\$ 161.60	\$ 135.40
Castle Heights	\$ 4,324.62	\$ 568.66
Dutchman Creek	\$ 3,636.65	\$ 602.20
Ebenezer	\$ 83.30	\$ 164.85
Ebinport	\$ 62.35	\$ 265.00
Finley Road	\$ 102.29	\$ 281.95
Independence	\$ 108.54	\$ 229.20
India Hook	\$ 74.73	\$ 128.58
Lesslie	\$ 47.21	\$ 152.65
Mt. Gallant	\$ 201.50	\$ 548.70
Mt. Holly	\$ 409.44	\$ 263.55
Northside	\$ 252.35	\$ 289.54
Northwestern	\$ 16,943.26	\$ 453.75
Oakdale	\$ 89.10	\$ 234.25
Olde Pointe	\$ 169.47	\$ 326.25
Rawlinson Road	\$ 2,866.75	\$ 444.05
Richmond Drive	\$ 43.33	\$ 31.50
Rock Hill High	\$ 5,167.38	\$ 1,484.70
Rosewood	\$ 49.50	\$ 534.45
Saluda Trail	\$ 6,447.91	\$ 535.75
South Pointe	\$ 4,951.40	\$ 652.10
Sullivan	\$ 8,343.76	\$ 335.95
Sunset Park	\$ 115.19	\$ 118.45
Sylvia Circle	\$ 28.55	\$ 138.45
York Road	\$ 60.33	\$ 107.21
FLEX	\$ 75.70	\$ 74.75
Total	\$ 54,816.21	\$ 9,101.89

**PRODUCT DESCRIPTIONS AND CN LABEL PRODUCTS
(TO BE PROVIDED BY FSMC FOR RFP)**

Must Meet the Following Minimum Food Specifications

Meats/Seafoods: All meats, meat products, poultry, poultry products, and fish shall be government inspected.

- Beef, lamb, and veal shall be USDA Grade Choice or better.
- Beef must be at least 75:25 lean to fat, preferably 80:20 lean to fat.
- Pork shall be US No. 1 or US No. 2.
- Poultry shall be US Government Grade A.
- Seafood shall be top grade; frozen fish must be a nationally distributed brand. All fish must also have been inspected by the United States Department of Commerce (USDC) and meet minimum flesh and batter/breading requirements for a USDC Grade A product or a product packed under federal inspection (PUFI) by the USDC.

Dairy Products: All dairy products shall be government inspected.

- Fresh eggs, USDA Grade A or equivalent
- Frozen eggs, USDA inspected
- Milk pasteurized Grade A

Fruits and Vegetables

- Fresh fruits and vegetables selected according to written specifications for freshness, quality, and color—US Grade A Fancy.
- Canned fruits and vegetables selected to requirements US Grade A Choice or Fancy (fruit to be packed in light syrup or natural juices).
- Frozen fruits and vegetables shall be US Grade A Choice or better.

Baked Products

- Breads, rolls, cookies, pies, cakes, and pudding either prepared or baked on premises or purchased on a quality level commensurate with USDA breakfast and lunch requirement, as applicable.

Staple Groceries

- Staple groceries to be a quality level commensurate with previously listed standards.

NOTE: Where vendors are available, all reasonable efforts will be made to bid all bread and milk locally to ensure highest quality for lowest cost.

All products purchased above under the "private label" brand from a food service distributor shall be at first quality or better.

PURCHASED FOOD AND SUPPLIES ENGING INVENTORIES

APPENDIX I

N/A

MONTHLY BREAKFAST LABOR

APPENDIX J

N/A

SCHOOL	BVES	CHMS	DCMS	EBES	EPES	FRES	IDES	IHES
Item	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY
Banquet trays					0	0		
Bowl, S/S			2		1	0		
Bowl, S/ s, on stand					0	1		
bowl.Pebble	3	2	2		4	1		7
bowls small					0	0		
bowls, color, serving				2	0	0		
brush, basting	1	1	2	1	1	1		
bucket opener	1	1	1		1	1		1
Buffet server, 4 tier				1	0	0		
Cambro	2				0	0	1	
Cambro, beverage					0	0		
Cambro,Trays	4				0	0		
Can Open, electr				1	0	0		
can Open, man	1	2	1		1	1	1	1
canister, s/s				1	1	0		
Cart, Tray			2		0	0		
cart, rubbermaid	1				3	1	2	
carts s/s 2 shelf	4	7			2	3	2	1
carts s/s 3 shelf		1	5		0	1	2	4
Chafer, full s/s					0	0		
Chafer , round s/s					0	0		
Chafer, s/s/ gravy urn					0	0		
clear lids	1	5			2	3	4	9
Coffee Pots		1	1		0	0	1	
Coffee, Air pots				1	0	0		
colander,small	2			2	1	1	1	
Callander	2	2	2		2	2	2	
container plastic 1qt.				6	0			
container plastic 2qt.	3	9	7	2	6	5	4	12
container plastic 4qt.	12	10	4	4	5	4	8	1
container plastic 6qt.	2	1	1		1	3	2	2
container,gal measuring	1		3	6	2	1		
container,lids 2qt.	12	16	10	4	13	8		4
container,lids 6qt .	2	1	4	1	1	1		2
cooler,small	1			1	1	23		1
coolers,large	5	1	1		4	3		8
Crock pots				6	0			
cutting boards	6	3	6	16	4	5	5	4
dish machine racks	16	14	20	3	17	12	11	

dishro om , shelf	2	4	8		1			2
Dunage rack	8		5	1	1			18
floor fan {large}					0			
hotel pan long 1/2	37	26		18	19	26	10	10
hotel pan 1/9				1	0			
hotel pan 2" plastic, full		13	16	1	0		6	2
hotel pan 2" 1/2 shot black			23					9
hotel pan 4" 1/2 shot black			48					3
hotel pan 2" 1/2	17	20		6	3		10	24
hotel pan 2" 1/3		2		10	0			
hotel pan 2" Full	16	4	6		16	13	10	25
hotel pan 2" plastic 1/ 2			6	21	0	1		
hotel pan 4" plastic 1/ 2								3
hotel pan 4" 1/2	15	25	4		6	2	11	24
hotel pan 4" 1/3	5	3	5	2	0			1
hotel pan 4:" 1/4 plastic			2					1
hotel pan 4" clear plastic	1	2		11	0		10	2
hotel pan 4" Full	31	14	7	10	17	11	27	3
ice scoops	1	2	2	2	1	2	2	
Ladder	1	1	1	1	0	2	1	
ladle 1oz			8		0			23
ladle 2oz		5		1				3
ladle 3oz		2						16
ladles, 4oz		11			0			
Ladles, 6oz			9		0			3
ladles, 8o z		4		10	0			1
lid , Full hotel pan	19	23	11	1	8	15	18	
lid, hotel pan 1/2	17	18		4	7		19	
lid ,hotel pan 1/2 long	5	16			2	6	7	
measuring cup, qt	2	3	2	2	3	2		
measuring cup 2qt			3					
measuring cup 1 gallon								
measuring cups	2	1	2		3	1		8
Milk dollie s		2	1		0			
pan rack 1/2		2	1		0		1	1
Pan, cake 10"					0			
Pan, double 1/ 2					0			
Pan, muffin					0			
Pan, S/S fry 12"				3	0			
pitchers				3	0			
pitchers,plastic gallon	5	8	3		7	3	5	

Pizza Pan		104	45		4	13		
Pizza Rocker knife								
pizza slicer				1	0	2	5	
potato masher				5	0		3	
pots					2	4		
rack, cooling, wire					0			
roasting pans	7		3	1	0		2	
scale,ounce	1	1	1		2	1	1	2
Scoop, French fry			7		0		1	10
Scoop / Disher #10	1	2	1		0	3	1	
Scoop/ Disher #12		4		3	0	2		
Scoop / Disher #16		5			1	1	3	1
Scoop/ Disher #24					0			4
Scoop / p isher #30				1	2	1		1
• Scoop/D(sher #40	2				0			
Scoop/Disher #6	2				0			2
Scoop/Disher #8	5	1	2	4	3	1		6
sheet pan 1/2	1		5	2	6	2	6	2
sheet pan full		106	76	53		58	67	3
Sheet Pan racks Sheet Pan racks 1/2 Sheet pan, Full	4				3	3	4	3
Shelving freezer Shelving kitchen Shelving pantry Shelving Refrig Shelving, mop closet silverware cart		37	45	4	16	11		1
Spatula								4
Spoodle 2oz	10	2	16	18	0	10	8	4
Spoodle 3 oz			12	2				3
Spoodle 4oz	11	2	4	6	4	14	11	4
Spoodle6oz	8	1	3		0	3		
Spoodle slotted 8oz	6			5	0			4
Spoodle solid ioz			4	5	6	3	4	
spoons slotted	3	7	21	3	1	3	6	
Spoons solid	4	8	12	2	2	7	5	
storage bins	2	3			1	3	2	
strainer	2			1	0			2
Tea urn				10	0			
tongs,	8	13	32	2	7	3		3
trash can dollie	2	7	6	1	3	4	9	
trash can lid	2		2	7	0	0	2	3
trash cans	4	6	7		3	4	9	

tray 1/2 long, color					0		4	
tray cart			2		0			
trays 1/2, color					0	2		
trays full, color					0			
trays,student Scamp	206				288	249	465	
utility carts		3	2	1	1			
Warmers, food full size	1	2	4		1	1	1	
Wire cages				2	0			
wire wisk	2	2	2		2	4	3	
Work table, small equip		1	4	3	2		3	
Work tables, plain	4	5	5		4	3		
work tables , w/ pot rack		1	1		1	1	1	
Catering Flex					0			
cups racks					0			
Linen,Table covers, round					0			
Linen,table covers, rectangular			1		0			
Linen,table covers, square					0			
Linen napkins					0			
Salt/pepper sets, glass					0			
Plates, clear salad					0			
Plate, caddies					0			
Banquet tables					0			
Hand truck					0			
China, black, bread/butter					0			
China, black, dinner					0			
China , black, fruit bowl					0			
China , black, salad					0			
China, black, saucer					0			
China , black/ white bowls					0			
China, black/ white butter plates					0			
China, black/ white dinner plate					0			
China , black/ white mugs					0			
China , black/ white salad					0			
China, cup					0			
Glass, juice					0			
Glass, water					0			

SCHOOL	LSES	MGES	MHES	NSES	NWHS	ODES	OPES	RRMS
Item	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY
Banquet trays								
Bowl, S/S								
Bowl, S/ s, on stand								
bowl.Pebble	3	1			2		1	2
bowls small							7	
bowls, color, serving								
brush, basting		3	7	2		1	3	5
bucket opener		1	1	1			1	1
Buffet server, 4 tier								
Cambro						1		
Cambro, beverage								
Cambro,Trays							11	
Can Open, electr	1			1		1		
can Open, man	1	1	2	1	1		1	2
canister, s/s								
Cart, Tray	2	2		2			3	
cart, rubbermaid	2					2	2	3
carts s/s 2 shelf	1			2	5	2	1	
carts s/s 3 shelf	1	5		3	6		5	3
Chafer, full s/s								
Chafer , round s/s								
Chafer, s/s/ gravy urn								
clear lids			6	5		6		
Coffee Pots								
Coffee, Air pots								
colander,small	1	2		1	1			
Callander		2		1	3	1	2	2
container plastic 1qt.					10			
container plastic 2qt.	1	5	3	3	7	2	5	
container plastic 4qt.	1	4	3	1	6	2	10	
container plastic 6qt.	1						2	
container,gal measuring	1	1	1	2	2		3	
container,lids 2qt.	1	5	3	3	12	2	5	
container,lids 6qt .	1				6		2	
cooler,small	1	1		1		24	1	1
coolers,large	4	4	4	4	1	5	3	1
Crock pots								
cutting boards	3		4	5	7	4	6	6
dish machine racks	18	13	20	30	12	15	16	6

dishro om , shelf			2	2			1	3
Dunage rack			4		1	1	3	
floor fan {large}	1				1	1		
hotel pan long 1/2		10		9	16		21	
hotel pan 1/9								
hotel pan 2" plastic, full		1	7	4	6			4
hotel pan 2" 1/2 shot black								
hotel pan 4" 1/2 shot black								
hotel pan 2" 1/2	5	1	3	10	10		12	
hotel pan 2" 1/3	4						3	
hotel pan 2" Full		15	18	9	8	24	10	13
hotel pan 2" plastic 1/ 2			6		12		8	
hotel pan 4" plastic 1/ 2								
hotel pan 4" 1/2	14	7	11	20	6		15	12
hotel pan 4" 1/3	12	3						12
hotel pan 4:" 1/4 plastic								
hotel pan 4" clear plastic		1	2		1			
hotel pan 4" Full		21	10	22		12	30	12
ice scoops	4	4	1	1	1	2	4	3
Ladder	2	1	1	2	1	1	2	2
ladle 1oz	6	4	2		6		2	
ladle 2oz							1	
ladle 3oz								
ladles, 4oz	11		1		10	8	2	
Ladles, 6oz	4		1		5	1		
ladles, 8o z	2		2		6	1	2	
lid , Full hotel pan	16	30	13	16	10	8	28	10
lid, hotel pan 1/2	8	6	3	4	2	10	8	12
lid ,hotel pan 1/2 long		4	10		6		20	
measuring cup, qt	1	1	1	4	1	2	2	4
measuring cup 2qt								
measuring cup 1 gallon								
measuring cups	3	3	3	1	1	2	1	5
Milk dollie s	1			1	1		1	
pan rack 1/2		3						
Pan, cake 10"								
Pan, double 1/ 2								
Pan, muffin								
Pan, S/S fry 12"								
pitchers						2	4	
pitchers,plastic gallon		4	3	4	6	4	6	8

Pizza Pan					58			45
Pizza Rocker knife								
pizza slicer	2		2	1		1		7
potato masher			1	1			1	1
pots		4		1		3	1	1
rack, cooling, wire		1		2		5	3	
roasting pans		1					15	
scale,ounce	3	2	1	2	1	1	1	2
Scoop, French fry	3	3					2	
Scoop / Disher #10			3	2	6		3	
Scoop/ Disher #12			1		4		1	
Scoop / Disher #16		5	1	1	4		3	2
Scoop/ Disher #24			1					
Scoop / p isher #30				1			2	
• Scoop/D(sher #40		3		2				
Scoop/Disher #6		1	1		6		3	2
Scoop/Disher #8		2	4	2	8		3	3
sheet pan 1/2		71		7	16	3	11	4
sheet pan full	107				98	40	104	
Sheet Pan racks Sheet Pan racks 1/2 Sheet pan, Full	2	2		2			5	
Shelving freezer Shelving kitchen Shelving pantry Shelving Refrig Shelving, mop closet silverware cart		27		26	24		9	21
Spatula								
Spoodle 2oz	1	5	5	5	4	1	5	11
Spoodle 3 oz								
Spoodle 4oz	3	9	16	9	6	4	12	8
Spoodle6oz	2	1			8		5	
Spoodle slotted 8oz	2	1		1	8		4	2
Spoodle solid ioz		8	12					3
spoons slotted	2	3		2	38	7	4	29
Spoons solid	5	1	12	2	28	7	1	10
storage bins	2	3	2		2	2	3	2
strainer	2		2			2	2	
Tea urn			1				1	
tongs,	2	5	6	4	46	12	15	25
trash can dollie	3	4	4	5	8	1	5	9
trash can lid				2			1	1
trash cans	3	4	4	5	8	3	7	9

tray 1/2 long, color				5			10	
tray cart		2				2		
trays 1/2, color								
trays full, color						500	17	
trays,student Scamp		512	150	400			396	
utility carts			3	4		2		
Warmers, food full size	1	2		3	6	2	1	4
Wire cages								
wire wisk	2	3	3	2	4	2	3	2
Work table, small equip	4				7		1	
Work tables, plain		3	3	4	3	3	3	2
work tables , w/ pot rack		1			1		1	2
Catering Flex								
cups racks								
Linen,Table covers, round								
Linen,table covers, rectangular						1		
Linen,table covers, square								
Linen napkins								
Salt/pepper sets, glass								
Plates, clear salad								
Plate, caddies								
Banquet tables								
Hand truck								
China, black, bread/butter								
China, black, dinner								
China , black, fruit bowl								
China , black, salad								
China, black, saucer								
China , black/ white bowls								
China, black/ white butter plates								
China, black/ white dinner plate								
China , black/ white mugs								
China , black/ white salad								
China, cup								
Glass, juice								
Glass, water								

SCHOOL	RDES	RHHS	RWES	STMS	SPHS	SLMS	SPES
Item	QTY	QTY	QTY	QTY	QTY	QTY	QTY
Banquet trays						0	
Bowl, S/S						0	
Bowl, S/ s, on stand						0	
bowl.Pebble	1	4	3	4		4	
bowls small			2	5		1	
bowls, color, serving						0	
brush, basting	2	1		11		1	
bucket opener	1			1		1	
Buffet server, 4 tier						0	
Cambro						1	
Cambro, beverage						0	
Cambro,Trays						0	
Can Open, electr				1		1	1
can Open, man	1	2	1	1	1		1
canister, s/s				2		0	
Cart, Tray		10		3		3	1
cart, rubbermaid				1		1	
carts s/s 2 shelf	4		4	7	4	7	
carts s/s 3 shelf			1	5	2	0	
Chafer, full s/s				3		0	
Chafer , round s/s						0	
Chafer, s/s/ gravy urn						0	
clear lids							
Coffee Pots					1	0	
Coffee, Air pots						0	
colander,small		1				1	1
Callander				1	2	1	2
container plastic 1qt.		3		2		0	1
container plastic 2qt.	2	8	2	2		8	2
container plastic 4qt.		1	1		2	10	2
container plastic 6qt.	2	3	2	2		2	
container,gal measuring				3		2	1
container,lids 2qt.	2	4	1			10	3
container,lids 6qt .	2	1	2			3	
cooler,small			2	3		1	1
coolers,large	5		3		1	1	2
Crock pots				4		0	
cutting boards	3	6	7		5	4	3
dish machine racks	9	19		10	15	34	7

dishro om , shelf		1		14	8	1	
Dunage rack		2		4		3	2
floor fan {large}					1	0	1
hotel pan long 1/2	13		12	1		18	5
hotel pan 1/9					10		
hotel pan 2" plastic, full	3				8	10	2
hotel pan 2" 1/2 shot black						34	
hotel pan 4" 1/2 shot black							
hotel pan 2" 1/2			19	8	15	5	
hotel pan 2" 1/3	3			27	15		
hotel pan 2" Full	6	14	6	13	8	5	6
hotel pan 2" plastic 1/ 2	4		2	18	9	23	
hotel pan 4" plastic 1/ 2						31	
hotel pan 4" 1/2		26	16	13	7	8	
hotel pan 4" 1/3	3	17		21	16	5	
hotel pan 4:" 1/4 plastic				20		5	
hotel pan 4" clear plastic	3			14	2	0	
hotel pan 4" Full	22	24			10	12	9
ice scoops	1	1	2	35	2	2	1
Ladder		1	2	2		1	
ladle 1oz	1		1	1		4	1
ladle 2oz				5			
ladle 3oz							
ladles, 4oz			1				
Ladles, 6oz				11			1
ladles, 8o z	2			2			
lid , Full hotel pan	8	50	8	4	10	21	9
lid, hotel pan 1/2	3	17	5	26	20	10	7
lid ,hotel pan 1/2 long				53		15	
measuring cup, qt	2			24		2	1
measuring cup 2qt							
measuring cup 1 gallon						5	
measuring cups	1			2	3	1	1
Milk dollie s				1	1	0	
pan rack 1/2	1			2		7	
Pan, cake 10"						0	
Pan, double 1/ 2						0	
Pan, muffin						0	
Pan, S/S fry 12"						0	
pitchers			1			1	
pitchers,plastic gallon	6	2	6	2	2	4	4

Pizza Pan		80	5	2	36	41	
Pizza Rocker knife							
pizza slicer			1	49	9	7	
potato masher						2	1
pots			3	1		4	1
rack, cooling, wire				3		2	
roasting pans				2		2	
scale,ounce	2	3	2	4	1	2	
Scoop, French fry				4			
Scoop / Disher #10		3		5	1	1	
Scoop/ Disher #12	1	2		1		3	
Scoop / Disher #16	2	3	7	2		1	
Scoop/ Disher #24	1		1	1		0	
Scoop / p isher #30		1	1			0	
• Scoop/D(sher #40			1			2	
Scoop/Disher #6		2	4	1		0	
Scoop/Disher #8		4	4		1	2	
sheet pan 1/2	2	6	7	2	17	11	5
sheet pan full		200	70	32	100	131	
Sheet Pan racks Sheet Pan racks 1/2 Sheet pan, Full	2		5		8		1
Shelving freezer Shelving kitchen Shelving pantry Shelving Refrig Shelving, mop closet silverware cart	20	25	16	9	34	27	
Spatula						2	
Spoodle 2oz	2	12		48	2	2	4
Spoodle 3 oz						2	
Spoodle 4oz	4	32		13	11	31	6
Spoodle6oz				17		1	
Spoodle slotted 8oz		8		2		1	
Spoodle solid ioz				4			
spoons slotted	2	1	17	7	6	2	
Spoons solid	4	2	12	23	8	29	
storage bins	2	2	10	6	2	4	
strainer	1		3	6		2	
Tea urn				1		0	
tongs,	3		20		8	20	6
trash can dollie	2	4	1	43	3	5	3
trash can lid				11	1	1	
trash cans	4	6	6	9	6	5	3

tray 1/2 long, color				9		4	
tray cart						6	
trays 1/2, color			8		64	29	4
trays full, color			4	20		8	
trays,student Scamp	262					0	250
utility carts						1	
Warmers, food full size	3	7	2		2	4	2
Wire cages				8			
wire wisk	3	2			2	1	2
Work table, small equip		1		3	4	1	
Work tables, plain	4	2		1	7	6	4
work tables , w/ pot rack		1		5		1	
Catering Flex						0	
cups racks						0	
Linen,Table covers, round				2		0	
Linen,table covers, rectangular						0	
Linen,table covers, square						0	
Linen napkins						0	
Salt/pepper sets, glass						0	
Plates, clear salad						0	
Plate, caddies						0	
Banquet tables						0	
Hand truck						0	
China, black, bread/butter						0	
China, black, dinner						0	
China , black, fruit bowl						0	
China , black, salad						0	
China, black, saucer						0	
China , black/ white bowls						0	
China, black/ white butter plates						0	
China, black/ white dinner plate						0	
China , black/ white mugs						0	
China , black/ white salad						0	
China, cup						0	
Glass, juice						0	
Glass, water						0	

SCHOOL	SCES	YRES	FLC
Item	QTY	QTY	QTY
Banquet trays			
Bowl, S/S			
Bowl, S/ s, on stand			
bowl.Pebble	2		
bowls small			
bowls, color, serving			
brush, basting			2
bucket opener	1	1	2
Buffet server, 4 tier			
Cambro		1	9
Cambro, beverage			5
Cambro,Trays			3
Can Open, electr			1
can Open, man	1	1	1
canister, s/s			
Cart, Tray	1		2
cart, rubbermaid		2	
carts s/s 2 shelf			1
carts s/s 3 shelf	5		1
Chafer, full s/s			
Chafer , round s/s			
Chafer, s/s/ gravy urn			
clear lids			12
Coffee Pots			
Coffee, Air pots			
colander,small	1		2
Callander	2	3	2
container plastic 1qt.			
container plastic 2qt.	3	1	9
container plastic 4qt.	4	2	10
container plastic 6qt.	3		1
container,gal measuring	3	1	2
container,lids 2qt.	5		20
container,lids 6qt .	1	2	1
cooler,small	1		1
coolers,large	16	3	1
Crock pots		3	
cutting boards	5	3	12
dish machine racks	15	16	10

dishro om , shelf	1		
Dunage rack			
floor fan {large}		1	
hotel pan long 1/2	19	10	
hotel pan 1/9			
hotel pan 2" plastic, full	3		
hotel pan 2" 1/2 shot black			
hotel pan 4" 1/2 shot black			
hotel pan 2" 1/2	35		26
hotel pan 2" 1/3			1
hotel pan 2" Full	11		3
hotel pan 2" plastic 1/ 2	2		
hotel pan 4" plastic 1/ 2			
hotel pan 4" 1/2			22
hotel pan 4" 1/3			22
hotel pan 4:" 1/4 plastic			4
hotel pan 4" clear plastic			
hotel pan 4" Full	3		23
ice scoops	2	2	7
Ladder	1	1	1
ladle 1oz	2		3
ladle 2oz			
ladle 3oz			
ladles, 4oz	1	1	
Ladles, 6oz			1
ladles, 8o z	2		
lid , Full hotel pan	9	18	7
lid, hotel pan 1/2	5	7	2
lid ,hotel pan 1/2 long	7	5	
measuring cup, qt		1	2
measuring cup 2qt			
measuring cup 1 gallon			
measuring cups	4		
Milk dollie s			
pan rack 1/2		3	
Pan, cake 10"			
Pan, double 1/ 2			
Pan, muffin			
Pan, S/S fry 12"			
pitchers		5	
pitchers,plastic gallon	6		

Pizza Pan			12
Pizza Rocker knife			
pizza slicer	5		1
potato masher	1	1	1
pots			
rack, cooling, wire			
roasting pans			
scale,ounce	1	1	2
Scoop, French fry			
Scoop / Disher #10	1		2
Scoop/ Disher #12	1		4
Scoop / Disher #16	1		7
Scoop/ Disher #24			
Scoop / p isher #30	2		
• Scoop/D(sher #40	1		2
Scoop/Disher #6	1		5
Scoop/Disher #8		3	3
sheet pan 1/2	8	3	
sheet pan full			57
Sheet Pan racks Sheet Pan racks 1/2 Sheet pan, Full	3	32	4
Shelving freezer Shelving kitchen Shelving pantry Shelving Refrig Shelving, mop closet silverware cart	12	12	34
Spatula			
Spoodle 2oz		3	14
Spoodle 3 oz			
Spoodle 4oz	3	5	18
Spoodle6oz			4
Spoodle slotted 8oz			8
Spoodle solid ioz	13		1
spoons slotted	1		5
Spoons solid	2		12
storage bins			
strainer	1		5
Tea urn		2	1
tongs,		1	65
trash can dollie	3	4	6
trash can lid			2
trash cans	3	4	6

tray 1/2 long, color	25		9
tray cart			5
trays 1/2, color			6
trays full, color			7
trays,student Scamp		250	
utility carts			
Warmers, food full size	2	2	2
Wire cages			2
wire wisk	4	1	6
Work table, small equip		1	1
Work tables, plain	3	2	4
work tables , w/ pot rack		1	1
Catering Flex			
cups racks			4
Linen,Table covers, round			
Linen,table covers, rectangular			
Linen,table covers, square			
Linen napkins			
Salt/pepper sets, glass			
Plates, clear salad			74
Plate, caddies			3
Banquet tables			4
Hand truck			1
China, black, bread/butter			104
China, black, dinner			224
China , black, fruit bowl			171
China , black, salad			192
China, black, saucer			77
China , black/ white bowls			12
China, black/ white butter plates			8
China, black/ white dinner plate			12
China , black/ white mugs			10
China , black/ white salad			10
China, cup			185
Glass, juice			140
Glass, water			180

ROCK HILL SCHOOL DISTRICT THREE

FY 2016-2017

FIXED ASSETS MASTER BY LOCATION

ASSET COST \$0.00 TO \$99,999,999.00

INCLUDES: DISPOSALS

07/01/2016 TO 06/30/2017

<u>ASSET NUMBER</u>	<u>STATUS</u>	<u>LOCATION</u>	<u>SERIAL NUMBER</u> <u>MANUF/MODEL</u>	<u>ACQUIRED</u>	<u>IN SERVICE</u>
002 Belleview Elementary					
36132 HVAC	ACTIVE	002 Belleview Elementary	CAPTIVEAIRE	07/01/1999	07/01/1999
2 SEPARATE UNITS					
36287 DISHMACHINE	ACTIVE	002 Belleview Elementary	029J792M JACKSON AJ-66CE	10/23/2003	10/23/2003
37092 WALK-IN COOLER/FREEZER	ACTIVE	002 Belleview Elementary	WA Brown Custom	01/01/2008	01/08/2008
37093 TILTING SKILLET	ACTIVE	002 Belleview Elementary	J-74240-1-1 GROEN BPP-30G-NAT-TD	01/01/2008	01/01/2008
30 GALLON					
37094 FRYERS WITH FILTER	ACTIVE	002 Belleview Elementary	PITCO 2-SG14SSTC-S\FD	01/01/2008	01/01/2008
37096 CONVECTION STEAMER	ACTIVE	002 Belleview Elementary	WC-03557-07I-01 CLEVELAND 24CGA10	01/01/2008	01/01/2008
37097 CONVECTION STEAMER	ACTIVE	002 Belleview Elementary	WC-03557-07H-01 CLEVELAND 24CGA10	01/01/2008	01/01/2008

37098	ACTIVE	002 Belleview Elementary	BLODGETT DFG200 DOUBLE	01/01/2008	01/01/2008
COVECTION OVEN DOUBLE					
37099	ACTIVE	002 Belleview Elementary	BLODGETT DFG200 DOUBLE	01/01/2008	01/01/2008
COVECTION OVEN DOUBLE					
002 Belleview Elementary (continued)					
37100	ACTIVE	002 Belleview Elementary	TRAULSEN RHF132WP-HHS	01/01/2008	01/01/2008
PASS THRU HOT CABINET					
SEPARATE UNITS					
37102	ACTIVE	002 Belleview Elementary	TRAULSEN RHT232WPUT-HHS	01/01/2008	01/01/2008
PASS- THRU REFIGERATOR					
37103	ACTIVE	002 Belleview Elementary	T & L CUSTOM	01/01/2008	01/01/2008
THREE-COMPARTMENT SINK					
37104	ACTIVE	002 Belleview Elementary	DUKE 315-25SS	01/01/2008	01/01/2008
COLD FOOD COUNTER					
37105	ACTIVE	002 Belleview Elementary	DUKE 315-25SS	01/01/2008	01/01/2008
COLD FOOD COUNTER					
37106	ACTIVE	002 Belleview Elementary	DUKE E305-25SS	01/01/2008	01/01/2008
HOT FOOD COUNTER					
37107	ACTIVE	002 Belleview Elementary	DUKE E305-25SS	01/01/2008	01/01/2008
HOT FOOD COUNTER					

002 Belleview Elementary

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004 Castle Heights Middle

004 Castle Heights Middle (continued)

36373 ICE MAKER	ACTIVE	004 Castle Heights Middle	MANITOWOC	07/01/2004	07/01/2004
36374 WALK-IN COOLER/FREEZER	ACTIVE	004 Castle Heights Middle	BROWN R-404A/LSF160B	07/01/2004	07/01/2004
36375 SHELVING	ACTIVE	004 Castle Heights Middle	Metro Metro Max Q	07/01/2004	07/01/2004
36377 HEATED CABINET 4 DOOR	ACTIVE	004 Castle Heights Middle	K0390509 VICTORY HS-2D-7-PT-HD	07/01/2004	07/01/2004
36379 UTILITY CHASEWAY	ACTIVE	004 Castle Heights Middle	CaptiveAire UDI	07/01/2004	07/01/2004
36380 EXHAUST HOOD	ACTIVE	004 Castle Heights Middle	CaptiveAire	07/01/2004	07/01/2004
36381 2 DOOR CONVECTION OVEN	ACTIVE	004 Castle Heights Middle	VULCAN SG44D	07/01/2004	07/01/2004
36382 CONVECTION STEAMER	ACTIVE	004 Castle Heights Middle	Cleveland 24-CGA-10	07/01/2004	07/01/2004
36384 TILTING SKILLET	ACTIVE	004 Castle Heights Middle	215693 MARKET FORGE	07/01/2004	07/01/2004

004 Castle Heights Middle (continued)

36385	ACTIVE	004 Castle Heights Middle		07/01/2004	07/01/2004
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PASS-THRU REFIGERATOR			DELFIELD		
36386	ACTIVE	004 Castle Heights Middle	K0390502 VICTORY SA-10-7PTHO	07/01/2004	07/01/2004
2 DOOR PASS THRU FRIG					
36387	ACTIVE	004 Castle Heights Middle	85-1034838 HOBART CRS-66A	07/01/2004	07/01/2004
DISHWASHER					
36388	ACTIVE	004 Castle Heights Middle	040303600281M SHELLEYSTEEL H5	07/01/2004	07/01/2004
HOT SERVING COUNTER					
36391	ACTIVE	004 Castle Heights Middle	DELFIELD	07/01/2004	07/01/2004
HOT LINE #2					
36393	ACTIVE	004 Castle Heights Middle	DELFIELD	07/01/1900	07/01/2004
HOT LINE #3					
36394	ACTIVE	004 Castle Heights Middle	DELFIELD	07/01/2004	07/01/2004
HOT LINE #4					
36395	ACTIVE	004 Castle Heights Middle	HD106282(THRU7)DW HATCO TSW-2624	07/01/2004	07/01/2004
5 SANDWICH SLIDES					
36396	ACTIVE	004 Castle Heights Middle	K0390522 Victory RS-2D-87-PT-G1	07/01/2004	07/01/2004
4-Pass-Thru Refrigerator					
004 Castle Heights Middle (continued)					
36397	ACTIVE	004 Castle Heights Middle	0403036000279M Shelleysteel SCFT-50-NU	07/01/2004	07/01/2004
COLD SERVING COUNTER					
37746	ACTIVE	004 Castle Heights Middle	VULCAN SG44D	07/01/2015	07/01/2015
2 DOOR CONVECTION OVEN					

37747 MIXER	ACTIVE	004 Castle Heights Middle	JEA1030002 INTEEGE GP620B	07/01/2015	07/01/2015
37748 CHOPPER	ACTIVE	004 Castle Heights Middle	561169748 HOBART 084145	07/01/2015	07/01/2015
37749 2 DOOR PASS THRU FRIG	ACTIVE	004 Castle Heights Middle	K0390515 VICTORY RA1D57PTGD	07/01/2015	07/01/2015
37750 OUTSIDE LINE #5	ACTIVE	004 Castle Heights Middle	DELFIELD	07/01/2015	07/01/2015
004 Castle Heights Middle				24	
006 Ebenezer Elementary					
35533 EXHAUST HOOD SAME TAG AS HVAC	ACTIVE	006 Ebenezer Elementary	GREENHECK 99K01243	07/01/1988	07/01/1988
35550 DISHWASHER	ACTIVE	006 Ebenezer Elementary	12109719AH HOBART CRS-66	07/01/1988	07/01/1988
006 Ebenezer Elementary (continued)					
35555 BRAISING PAN/TILTING SKILLET	ACTIVE	006 Ebenezer Elementary	GROEN N40253CF	07/01/1996	07/01/1996
35832 OVEN	ACTIVE	006 Ebenezer Elementary	HEC402 HOBART	07/01/1999	07/01/1999
36136	ACTIVE	006 Ebenezer Elementary		07/01/1999	07/01/1999

HVAC			GREENHECK 99K01243		
SAME TAG AS HOOD					
36273 STEAMER	ACTIVE	006 Ebenezer Elementary	80619-03-B-01 CLEVELAND CLE24CEA10-480	03/24/2003	03/24/2003
37295 HOT SERVING LINE	ACTIVE	006 Ebenezer Elementary	1002150001301 Delfield DEL-SH-5-NU	10/13/2009	10/13/2009
37297 COLD SERVING LINE W/CASHIER STAND	ACTIVE	006 Ebenezer Elementary	1002150001297 Delfield DEL-SCSC_50B	10/13/2009	10/13/2009
37299 WALK-IN FREEZER	ACTIVE	006 Ebenezer Elementary	BALLY DX36393101	09/17/2009	09/09/2009
37300 WALK-IN COOLER	ACTIVE	006 Ebenezer Elementary	BALLY DX86393101	09/17/2009	09/09/2009
37705 STEAM KETTLES 006 Ebenezer Elementary (continued)	ACTIVE	006 Ebenezer Elementary	6273/6275 TDB7-40 GROEN	07/01/2015	07/01/2015

006 Ebenezer Elementary

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007 Dutchman Creek Middle

37170 DISHWASHER	ACTIVE	007 Dutchman Creek Middle	HOBART	08/19/2008	08/19/2008
37171 Walk-in Cooler/Freezer	ACTIVE	007 Dutchman Creek Middle	BALLY	08/01/2008	08/01/2008

37172 Convection Oven	ACTIVE	007 Dutchman Creek Middle	VULCAN	08/01/2008	08/01/2008
37173 Exhaust Hood	ACTIVE	007 Dutchman Creek Middle		08/01/2008	08/01/2008
37176 Tilting Skillet	ACTIVE	007 Dutchman Creek Middle	Vulcan	08/01/2008	08/01/2008
37178 Hot Food Table	ACTIVE	007 Dutchman Creek Middle	Delfiled	08/01/2008	08/01/2008
37179 Cold Food Counter	ACTIVE	007 Dutchman Creek Middle	Delfield	08/01/2008	08/01/2008
007 Dutchman Creek Middle (continued)					
37181 FOOD CUTTER	ACTIVE	007 Dutchman Creek Middle	561229369 HOBART 84145	08/01/2008	08/01/2008
37182 Utility Chase	ACTIVE	007 Dutchman Creek Middle		08/01/2008	08/01/2008
37204 Convection Oven	ACTIVE	007 Dutchman Creek Middle	VULCAN	08/01/2008	08/01/2008
37619 ICE MAKER & BIN See Note in Acquisition Tab	ACTIVE	007 Dutchman Creek Middle	110641417 MANITOWOC B110048	07/01/2014	07/01/2014
37771 COMBI OVEN STEAMER	ACTIVE	007 Dutchman Creek Middle	2474349 RATIONAL A629206	12/01/2015	12/01/2015

COMBIMASTER PLUS

37772 MIXER	ACTIVE	007 Dutchman Creek Middle	3772028EEE BLAKESLEE B20	07/01/2015	07/01/2015
37773 2 DOOR PASS THRU-HOT	ACTIVE	007 Dutchman Creek Middle	S823201 1-10458PGD01C	07/01/2015	07/01/2015
37774 2 DOOR PASS THRU-COLD	ACTIVE	007 Dutchman Creek Middle	S823177 1-0445PPG01C	07/01/2015	07/01/2015
37775 1 DOOR PASS THRU-HOT	ACTIVE	007 Dutchman Creek Middle	5823187 MCCALL 1020HPDG01C	07/01/2015	07/01/2015
007 Dutchman Creek Middle (continued)					
37776 1 DOOR PASS THRU-COLD	ACTIVE	007 Dutchman Creek Middle	50F23174 MCCALL 1020PGD01C	07/01/2015	07/01/2015

007 Dutchman Creek Middle

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008 Ebinport Elementary

35560 STEAMER	ACTIVE	008 Ebinport Elementary	CEM24 CLEVELAND	07/01/1996	07/01/1996
35561 EXHAUST HOOD SAME TAG AS HVAC	ACTIVE	008 Ebinport Elementary	GREENHECK	07/01/1983	07/01/1983
35562 STEAM KETTLE 35563 SAME UNIT-SAME TAG	ACTIVE	008 Ebinport Elementary	123565 GROEN TDB1720	07/01/1983	07/01/1983

35563 STEAM KETTLE	ACTIVE	008 Ebinport Elementary	GROEN	07/01/1983	07/01/1983
35562 SAME UNIT-SAME TAG					
35572 BRAISING PAN	ACTIVE	008 Ebinport Elementary	GROEN	07/01/1995	07/01/1995
35830 SERVING LINE	ACTIVE	008 Ebinport Elementary		07/01/1999	07/01/1999
008 Ebinport Elementary (continued)					
36137 HVAC	ACTIVE	008 Ebinport Elementary		07/01/1999	07/01/1999
SAME TAG AS HOOD					
37725 CONVECTION OVEN	ACTIVE	008 Ebinport Elementary	HOBART	07/01/2015	07/01/2015
37726 DISH MACHINE	ACTIVE	008 Ebinport Elementary	CHAMPION	07/01/2015	07/01/2015
37727 WALK-IN COOLER/FREEZER COMBO	ACTIVE	008 Ebinport Elementary		07/01/2015	07/01/2015
37728 3 DOOR REGION COOLER	ACTIVE	008 Ebinport Elementary	8320820 AR7254	07/01/2015	07/01/2015

008 Ebinport Elementary

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014 Finley Road Elementary

35575 CONVECTION OVEN	ACTIVE	014 Finley Road Elementary	48-1-146343 HOBART HEC402	07/01/1997	07/01/1997
35577 DISH MACHINE	ACTIVE	014 Finley Road Elementary	12079240 HOBART CRS66	07/01/1983	07/01/1983
014 Finley Road Elementary (continued)					
35584 STEAM KETTLE	ACTIVE	014 Finley Road Elementary	117033/117034 GROEN TDB740	07/01/1983	07/01/1983
35586 BRAISING PAN	ACTIVE	014 Finley Road Elementary	1073-M GROEN CFPC12	07/01/1995	07/01/1995
35880 CONVECTION STEAMER	ACTIVE	014 Finley Road Elementary	CLEVELAND	07/01/1998	07/01/1998
36138 HVAC	ACTIVE	014 Finley Road Elementary		07/01/1999	07/01/1999
36720 HOT FOOD COUNTER	ACTIVE	014 Finley Road Elementary	0609036000712 DELFIELD DEL-SH5	10/31/2006	10/31/2006
36721 COLD FOOD COUNTER	ACTIVE	014 Finley Road Elementary	0609036000685 DELFIELD DEL-SCSC60	10/31/2006	10/31/2006
37706 WALKIN COOLER	ACTIVE	014 Finley Road Elementary	BALLY	07/01/2015	07/01/2015
37707 WALKIN FREEZER	ACTIVE	014 Finley Road Elementary	BALLY	07/01/2015	07/01/2015

014 Finley Road Elementary

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016 Independence Elementary

35599 CONVECTION OVEN	ACTIVE	016 Independence Elementary	48-1186397/98 HOBART HCSC40	07/01/1997	07/01/1997
35698 SERVING TABLE	ACTIVE	016 Independence Elementary	878907J SECO-HUSSMAN 744-5124	07/01/1987	07/01/1987
36275 TILT SKILLET - 30 GALLON	ACTIVE	016 Independence Elementary	WT-3429-038Q CLEVELAND SEL30T1-208	02/28/2003	02/28/2003
36276 STEAMER 208/3	ACTIVE	016 Independence Elementary	WC79751-02-L-01 CLEVELAND CLE24CEA10	04/29/2003	04/29/2003
36525 WALKIN COOLER/FREEZER BEACON-II SYSTEM	ACTIVE	016 Independence Elementary	FRZR=CSS021L6C CHANDLER CLR=CSS010M6C	08/01/2005	08/01/2005
37501 DISHMACHINE	ACTIVE	016 Independence Elementary	851083637 Hobart HOB-CPLS66E/15	05/13/2013	05/13/2013
37756 HOOD/HVAC	ACTIVE	016 Independence Elementary		07/01/2015	07/01/2015

016 Independence Elementary

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018 India Hook Elementary

018 India Hook Elementary (continued)

37786 DISHWASHER	ACTIVE	018 India Hook Elementary	85-1055390 HOBART C44A	07/01/2015	07/01/2015
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37787 THREE COMPARTMENT SINK CUSTOM BUILT	ACTIVE	018 India Hook Elementary	STAINLESS SELECT	07/01/2015	07/01/2015
37788 STEAMER	ACTIVE	018 India Hook Elementary	99123-06K-01 CLEVELAND 24CGA10	07/01/2015	07/01/2015
37789 STEAMER	ACTIVE	018 India Hook Elementary	99463-06L-01 CLEVELAND 24CGA10	07/01/2015	07/01/2015
37790 CONVECTION OVEN DOUBLE OVENS	ACTIVE	018 India Hook Elementary	48-1583923/27 VULCAN VC6GD39	07/01/2015	07/01/2015
37791 CONVECTION OVEN DOUBLE OVENS	ACTIVE	018 India Hook Elementary	48-1583924/26 VULCAN VC6GD-39	07/01/2015	07/01/2015
37792 WALK-IN COOLER	ACTIVE	018 India Hook Elementary	BROWN	07/01/2015	07/01/2015
37793 WALK-IN FREEZER	ACTIVE	018 India Hook Elementary	BROWN	07/01/2015	07/01/2015
37794 HOOD 018 India Hook Elementary (continued)	ACTIVE	018 India Hook Elementary	GREENCHEK	07/01/2015	07/01/2015
37795 HOOD	ACTIVE	018 India Hook Elementary	GREENCHEK	07/01/2015	07/01/2015

37796 UTILITY CHASE CUSTOM BUILT	ACTIVE	018 India Hook Elementary		07/01/2015	07/01/2015
37797 UTILITY CHASE CUSTOM BUILT	ACTIVE	018 India Hook Elementary		07/01/2015	07/01/2015
37799 HOT PASS-THROUGH SINGLE DOOR	ACTIVE	018 India Hook Elementary	B0742838 VICTORY HS-1D-F7-PT	07/01/2015	07/01/2015
37800 HOT PASS-THROUGH	ACTIVE	018 India Hook Elementary	B0742837 VICTORY HS-1D-S7-PT	07/01/2015	07/01/2015
37801 REACH IN PASS THRU COLD	ACTIVE	018 India Hook Elementary	B0742850 RS2DS7PTHD	07/01/2015	07/01/2015
37802 HOT SERVING LINE	ACTIVE	018 India Hook Elementary	NOT READABLE DELFIELD SH-5-NH-30A	07/01/2015	07/01/2015
37803 COLD SERVING LINE	ACTIVE	018 India Hook Elementary	07031500003026 SCSC-50-B-8A	07/01/2015	07/01/2015
018 India Hook Elementary (continued)					
37804 COLD SERVING LINE	ACTIVE	018 India Hook Elementary	07031500003028 SCSC-50-B-8A	07/01/2015	07/01/2015

018 India Hook Elementary

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020 Lesslie Elementary

35739 WALK-IN FREEZER	ACTIVE	020 Lesslie Elementary	BALLY	07/01/1986	07/01/1986
35741 EXHAUST HOOD SAME TAG AS HVAC	ACTIVE	020 Lesslie Elementary	99K01241 GHSD-105-5	07/01/1986	07/01/1986
35831 OVEN	ACTIVE	020 Lesslie Elementary	HEC402 MODEL# HOBART	07/01/1999	07/01/1999
36139 HVAC SAME TAG AS HOOD	ACTIVE	020 Lesslie Elementary		07/01/1999	07/01/1999
37609 CONVECTION STEAMER CLE-22CET6	ACTIVE	020 Lesslie Elementary	1312230001284 Cleveland CLE-22CET6	02/18/2014	02/18/2014
37731 TILTING SKILLET	ACTIVE	020 Lesslie Elementary	5945-7F-10 CLEVELAND SEL40	07/01/2015	07/01/2015
020 Lesslie Elementary (continued)					
37732 DISH MACHINE	ACTIVE	020 Lesslie Elementary	HOBART	07/01/2015	07/01/2015
37733 WALK IN COOLER	ACTIVE	020 Lesslie Elementary	FRANK	07/01/2015	07/01/2015
37734 STEAM JACKET KETTLES	ACTIVE	020 Lesslie Elementary	124318/124318 GROEN TDB740	07/01/2015	07/01/2015

020 Lesslie Elementary

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022 Mt. Gallant Elementary

35608 DISHWASHER	ACTIVE	022 Mt. Gallant Elementary	27014491 CPW80	07/01/1977	07/01/1977
35613 CONVECTION OVEN DOUBLE OVEN-SAME TAG AS 35614	ACTIVE	022 Mt. Gallant Elementary	HEC402 MODEL# HOBART HEC402	07/01/1997	07/01/1997
35614 CONVECTION OVEN DOUBLE OVEN-SAME TAG AS 35613	ACTIVE	022 Mt. Gallant Elementary	HEC402 MODEL# HOBART	07/01/1997	07/01/1997
36527 WALKIN COOLER/FREEZER BEACON-II SYSTEM	ACTIVE	022 Mt. Gallant Elementary	FRZR=CSS021L6C CHANDLER CLR=CSS010M6C	08/01/2005	08/01/2005

022 Mt. Gallant Elementary (continued)

36728 Cleveland Steamer	ACTIVE	022 Mt. Gallant Elementary	98509-065-01 Cleveland 24CEA10	11/21/2006	11/21/2006
37763 CONVECTION OVEN SINGLE UNIT	ACTIVE	022 Mt. Gallant Elementary	HOBART	07/01/2015	07/01/2015
37764 TILT SKILLET	ACTIVE	022 Mt. Gallant Elementary	MARKET FORGE	07/01/2015	07/01/2015
37765 HOOD/HVAC	ACTIVE	022 Mt. Gallant Elementary		07/01/2015	07/01/2015
37767	ACTIVE	022 Mt. Gallant Elementary		07/01/2015	07/01/2015

COMBO HOT/COLD SERVING LINE

37768	ACTIVE	022 Mt. Gallant Elementary		07/01/2015	07/01/2015
HOT SERVING LINE					

022 Mt. Gallant Elementary

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023 Mt. Holly Elementary

37183	ACTIVE	023 Mt. Holly Elementary		08/01/2008	08/01/2008
WALK-IN COOLER/FREEZER					
BROWN					

37184	ACTIVE	023 Mt. Holly Elementary	WT0967-08C-01	08/01/2008	08/01/2008
TILTING SKILLET			CLEVELAND SGL-30-11		

023 Mt. Holly Elementary (continued)

37186	ACTIVE	023 Mt. Holly Elementary	WC-05825-083-01	08/01/2008	08/01/2008
CONVECTION STEAMER			CLEVELAND 20CGA10		

37187	ACTIVE	023 Mt. Holly Elementary	48-1612603/6	08/01/2008	08/01/2008
CONVECTION OVEN			VULCAN VC6G0-39		

37188	ACTIVE	023 Mt. Holly Elementary	S-829510/724	08/01/2008	08/01/2008
PASS THRU HEATED			MCCALL 1-102OHPGD01C		

37189	ACTIVE	023 Mt. Holly Elementary		08/01/2008	08/01/2008
SOILED DISH TABLE			HOBART		

37192	ACTIVE	023 Mt. Holly Elementary	05-103985	08/01/2008	08/01/2008
DISHWASHER			Hobart C44A		

37193	ACTIVE	023 Mt. Holly Elementary	S-829553	08/01/2008	08/01/2008
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REFRIGERATED PASS-THRU

MCCALL 1-1045BGD/01C

37194	ACTIVE	023 Mt. Holly Elementary		08/01/2008	08/01/2008
UTILITY CHASE					

37195	ACTIVE	023 Mt. Holly Elementary		08/01/2008	08/01/2008
STAINLESS STEEL PANELS					

part of bldg-attached to wall

37198	ACTIVE	023 Mt. Holly Elementary		08/01/2008	08/01/2008
UTILITY CHASE					

023 Mt. Holly Elementary (continued)

37200	ACTIVE	023 Mt. Holly Elementary	0803150000668	08/01/2008	08/01/2008
HOT FOOD COUNTER			DELFIELD SH-5-NM-38A		

37201	ACTIVE	023 Mt. Holly Elementary	0803150000674	08/01/2008	08/01/2008
COLD FOOD COUNTER			DELFIELD SC5C-50-13-82		

37202	ACTIVE	023 Mt. Holly Elementary	48-1612605/4	08/01/2008	08/01/2008
CONVECTION OVEN			VULCAN VC6GD-39		

37203	ACTIVE	023 Mt. Holly Elementary	WC-06124-08C-01	08/01/2008	08/01/2008
CONVECTION STEAMER			CLEVELAND 24CGA-10		

37779	ACTIVE	023 Mt. Holly Elementary		07/01/2015	07/01/2015
HOOD/HVAC			GREENCHEK		

37780	ACTIVE	023 Mt. Holly Elementary		07/01/2015	07/01/2015
HOOD/HVAC			GREENCHEK		

023 Mt. Holly Elementary

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024 Northside Elementary

35629 CONVECTION OVEN	ACTIVE	024 Northside Elementary	HEC402 MODEL# HOBART	07/01/1997	07/01/1997
35632 EXHAUST HOOD	ACTIVE	024 Northside Elementary	1287	07/01/1987	07/01/1987
024 Northside Elementary (continued)					
SAME TAG AS HVAC					
35653 KETTLE	ACTIVE	024 Northside Elementary	125359	07/01/1987	07/01/1987
35656 BRAISING PAN	ACTIVE	024 Northside Elementary	950462540 GROEN N40250CF	07/01/1996	07/01/1996
36140 HVAC	ACTIVE	024 Northside Elementary		07/01/1999	07/01/1999
SAME TAG AS HVAC					
36277 STEAMER	ACTIVE	024 Northside Elementary	WC81521-03-E-01 CLEVELAND CLE24CEA10	05/27/2003	05/27/2003
37196 Walk-in Cooler/Freezer	ACTIVE	024 Northside Elementary		09/01/2008	09/01/2008
37294 Hot Serving Line	ACTIVE	024 Northside Elementary	Delfield DEL-SH-5-NU	10/13/2009	10/13/2009
37296 Cold Serving Line	ACTIVE	024 Northside Elementary	Delfield DEL-SCSC_50B	10/13/2009	10/13/2009

37500 Dishmachine-Hobart Hobart	ACTIVE	024 Northside Elementary	851083612 Hobart HOB-CLPS66E/15	05/13/2013	05/13/2013
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024 Northside Elementary

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026 Northwestern High School

35662 CONVECTION OVEN	ACTIVE	026 Northwestern High School	HOBART	07/01/1998	07/01/1998
35667 CONVECTION OVEN	ACTIVE	026 Northwestern High School	HOBART	07/01/1998	07/01/1998
36128 DISHWASHER	ACTIVE	026 Northwestern High School	HOBART	09/18/2000	09/18/2000
36129 STEAMER	ACTIVE	026 Northwestern High School	CLEVELAND	09/18/2000	09/18/2000
36130 TILT SKILLET	ACTIVE	026 Northwestern High School	CLEVELAND	09/18/2000	09/18/2000
37503 Serving Line Creation Station	ACTIVE	026 Northwestern High School		02/11/2013	02/11/2013
37504 Serving Line Pizza Station	ACTIVE	026 Northwestern High School		02/11/2013	02/11/2013
37505 Serving Line	ACTIVE	026 Northwestern High School		02/11/2013	02/11/2013

026 Northwestern High School (continued)

Fast Takes

37506 Serving Line Salsa Station	ACTIVE	026 Northwestern High School		02/11/2013	02/11/2013
37507 Serving Line Grill	ACTIVE	026 Northwestern High School		02/11/2013	02/11/2013
37685 Walk-In Cooler/Freezer	ACTIVE	026 Northwestern High School	Arctic	01/07/2015	01/07/2015
37777 ICE MACHINE	ACTIVE	026 Northwestern High School	110735585 MANITOWOC SY1604A	07/01/2015	07/01/2015
37778 HOOD/HVAC	ACTIVE	026 Northwestern High School		07/01/2015	07/01/2015

026 Northwestern High School

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028 Oakdale Elementary

35501 CONVECTION OVEN DOUBLE OVEN	ACTIVE	028 Oakdale Elementary	48-11463441145221 HOBART HEC402	07/01/1997	07/01/1997
35504 DISH MACHINE	ACTIVE	028 Oakdale Elementary	12079242 HOBART CRS66	07/01/1983	07/01/1983

028 Oakdale Elementary (continued)

35506 EXHAUST HOOD SAME TAG AS HVAC	ACTIVE	028 Oakdale Elementary	GHSD-11-S	07/01/1983	07/01/1983
35507 STEAM KETTLE 35508 IS SAME KETTLE UNIT/TAG	ACTIVE	028 Oakdale Elementary	117032 GROEN TDB1740	07/01/1983	07/01/1983
35508 STEAM KETTLE 35507 IS SAME KETTLE UNIT/TAG	ACTIVE	028 Oakdale Elementary	GROEN TDB1740	07/01/1983	07/01/1983
35513 WALK-IN COOLER	ACTIVE	028 Oakdale Elementary	BALLY DX408001-01	07/01/1995	07/01/1995
35514 BRAISING PAN	ACTIVE	028 Oakdale Elementary	GROEN	07/01/1995	07/01/1995
36141 HVAC SAME TAG AS HOOD	ACTIVE	028 Oakdale Elementary		07/01/1999	07/01/1999
36271 STEAMER	ACTIVE	028 Oakdale Elementary	WC80253-03A-01 CLEVELAND 24CEA10-208	02/28/2003	02/28/2003
36724 HOT FOOD COUNTER	ACTIVE	028 Oakdale Elementary	069036000706 DELFIELD DEL-SH5	10/31/2006	10/31/2006
028 Oakdale Elementary (continued)					
36725 COLD FOOD COUNTER	ACTIVE	028 Oakdale Elementary	0609036000689 DELFIELD DEL-SCSC60	10/31/2006	10/31/2006
37729	ACTIVE	028 Oakdale Elementary	A1271V3	07/01/2015	07/01/2015

2 DOOR REGENT COOLER			VICTORY RS-D2-S		
37730 CHOPPER	ACTIVE	028 Oakdale Elementary	531085879 HOBART 84186	07/01/2015	07/01/2015
028 Oakdale Elementary				13	
029 Old Pointe Elementary					
36288 Walk-in Cooler	ACTIVE	029 Old Pointe Elementary	Brown M0S030I63C-LSF	07/01/2002	07/01/2002
36289 Walk-in Freezer	ACTIVE	029 Old Pointe Elementary	BROWN MOHO10D73C-LSC	07/01/2002	07/01/2002
36290 Dishwasher, Conveyor Type	ACTIVE	029 Old Pointe Elementary	Hobart C44A-494	07/01/2002	07/01/2002
36291 CONVECTION OVEN - GAS	ACTIVE	029 Old Pointe Elementary	Garland MCO-GS-20S	07/01/2002	07/01/2002
2 SEPARATE OVENS					
029 Old Pointe Elementary (continued)					
36292 Steamer, Convection, Gas	ACTIVE	029 Old Pointe Elementary	Cleveland 24CGA10	07/01/2002	07/01/2002
36293 Tilting Skillet, Gas	ACTIVE	029 Old Pointe Elementary	N23007 Groen NHFP-4	07/01/2002	07/01/2002
36295 Serving Counter, Hot Food	ACTIVE	029 Old Pointe Elementary	Delfield SH-5-NU	07/01/2002	07/01/2002

36296	ACTIVE	029 Old Pointe Elementary	Delfield SCSC-74-B	07/01/2002	07/01/2002
Serving Counter, Cold Food					
37759	ACTIVE	029 Old Pointe Elementary	T0265736 VICTORY RS2DS7	07/01/2015	07/01/2015
2 DOOR REACH IN COOLER					
37760	ACTIVE	029 Old Pointe Elementary	AEROLATOR ACW	07/01/2015	07/01/2015
HOOD/HVAC					
37761	ACTIVE	029 Old Pointe Elementary	D0266555 VICTORY RS2DS7PT	07/01/2015	07/01/2015
2 DOOR PASS THRU					
37762	ACTIVE	029 Old Pointe Elementary	D0266544 VICTORY HS2DS7PT	07/01/2015	07/01/2015
2 DOOR PASS THRU					
HOT CABINETS					

029 Old Pointe Elementary

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030 Rawlinson Road Middle

35711	ACTIVE	030 Rawlinson Road Middle	1076-M GROEN	07/01/1995	07/01/1995
BRAISING PAN					
35834	ACTIVE	030 Rawlinson Road Middle	HEC402 MODEL# HOBART	07/01/1999	07/01/1999
OVEN					
2 OVENS					
37298	ACTIVE	030 Rawlinson Road Middle	BALLY	09/17/2009	09/09/2009
WALK-IN COOLER/FREEZER					
HEATCRAFT					
37499	ACTIVE	030 Rawlinson Road Middle	85-0183613 Hobart HOB-CLPS66E-10	05/13/2013	05/13/2013
Dishmachine					

Hobart

37610	ACTIVE	030 Rawlinson Road Middle	07130753, 43, & 65 Duke TCM-46SS-n7	07/28/2013	07/28/2013
COLD SERVING LINE X3					
EACH LINE HAS DIFF TAG #					

37612	ACTIVE	030 Rawlinson Road Middle	07130723&71,07130802 Duke TEHF-88SS	07/28/2013	07/28/2013
HOT SERVING LINE X3					
EACH LINE HAS DIFF TAG #					

37736	ACTIVE	030 Rawlinson Road Middle	CAPTIVAIR	07/01/2015	07/01/2015
HOOD/HVAC					

37737	ACTIVE	030 Rawlinson Road Middle	642718 KONCH TM2	07/01/2015	07/01/2015
2 DOOR REACH IN COOLER					

030 Rawlinson Road Middle (continued)

37738	ACTIVE	030 Rawlinson Road Middle	2463711 RATIONAL A629106	10/01/2015	10/01/2015
COMBI OVEN STEAMER					
COMBIMASTER PLUS					

030 Rawlinson Road Middle

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032 Richmond Drive Elementary

35425	ACTIVE	032 Richmond Drive Elementary	12-079-402HD HOBART CRS66	07/01/1983	07/01/1983
DISHWASHER					

35430	ACTIVE	032 Richmond Drive Elementary	116634/116635 GROEN TDB1740	07/01/1983	07/01/1983
KETTLE					

35835	ACTIVE	032 Richmond Drive Elementary	HEC402 MODEL#	07/01/1999	07/01/1999
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OVEN			HOBART		
35836	ACTIVE	032 Richmond Drive Elementary	0303150000671/670 HOT-SH-5-NH-38A CLD-SCSC- 50-BBA	07/01/1999	07/01/1999
HOT/COLD SERVING LINE					
1 SET					
36143	ACTIVE	032 Richmond Drive Elementary	99K64809 GHSW-983335	07/01/1999	07/01/1999
HVAC					
37446	ACTIVE	032 Richmond Drive Elementary	1106230000701 CLEVELAND 24CEA-10	08/17/2011	08/17/2011
STEAMER					
032 Richmond Drive Elementary (continued)					
37695	ACTIVE	032 Richmond Drive Elementary	DX7007189-01 BALLY	07/01/2015	07/01/2015
WALK-IN REFRIGERATOR					
37696	ACTIVE	032 Richmond Drive Elementary	DX7007189-02 BALLY	07/01/2015	07/01/2015
WALK-IN FREEZER					
37697	ACTIVE	032 Richmond Drive Elementary	195827 MARKET FORGE 305TEL	07/01/2015	07/01/2015
TILTING SKILLET					
032 Richmond Drive Elementary				9	
038 Rock Hill High School					
35449	ACTIVE	038 Rock Hill High School		07/01/1978	07/01/1978
HOOD SEFAB					
35843	ACTIVE	038 Rock Hill High School	48-1186401/999 HOBART HEC40	07/01/1998	07/01/1998
OVEN					

36222 STEAMER	ACTIVE	038 Rock Hill High School	WC73884-014-01 HOBART CLE-24CEA10	08/24/2001	08/24/2001
36223 TILTING SKILLET Electric 480/3	ACTIVE	038 Rock Hill High School	WT9233-01G-01 CLEVELAND SEL30T4	08/08/2001	08/08/2001
36224 DISHWASHER	ACTIVE	038 Rock Hill High School	851028393 HOBART CRS86A	07/26/2001	07/26/2001
038 Rock Hill High School (continued)					
36451 WALK-IN REFRIG/FREEZER	ACTIVE	038 Rock Hill High School	Brown BFDS5B	08/05/2004	08/05/2004
37614 CREATIONS COUNTER #1	ACTIVE	038 Rock Hill High School	Denver Equipment of Charlotte C- Custom	07/28/2013	07/28/2013
37615 CREATIONS COUNTER #2	ACTIVE	038 Rock Hill High School	Denver Equipment of Charlotte C- Custom	07/28/2013	07/28/2013
37616 GRILLE COUNTER	ACTIVE	038 Rock Hill High School	Denver Equipment of Charlotte C- Counter	07/28/2013	07/28/2013
37617 PIZZA COUNTER	ACTIVE	038 Rock Hill High School	Denver Equipment of Charlotte C- Custom	07/28/2013	07/28/2013
37618 MARKET COUNTER	ACTIVE	038 Rock Hill High School	Denver Equipment of Charlotte C- Custom	07/28/2013	07/28/2013

37751 OVEN	ACTIVE	038 Rock Hill High School	48-1186408/04 HOBART HEC40	07/01/2015	07/01/2015
37752 AIR CURTAIN REFRIGERATOR	ACTIVE	038 Rock Hill High School		07/01/2015	07/01/2015
038 Rock Hill High School (continued)					
37753 ICE MACHINE	ACTIVE	038 Rock Hill High School		07/01/2015	07/01/2015
37754 2 DOOR FREEZER	ACTIVE	038 Rock Hill High School	135078106 TRAULSEN G22010	07/01/2015	07/01/2015
37755 COMBI OVEN STEAMER COMBIMASTER PLUS	ACTIVE	038 Rock Hill High School	32450134 RATIONAL A629106	10/01/2015	10/01/2015

038 Rock Hill High School

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040 Rosewood Elementary

35754 EXHAUST HOOD SAME ASSET TAG AS HVAC	ACTIVE	040 Rosewood Elementary	110735 MODEL# SEFAB	07/01/1984	07/01/1984
35762 DISHWASHER	ACTIVE	040 Rosewood Elementary	12089507 HOBART CRS66	07/01/1984	07/01/1984
35764 BRAISING PAN	ACTIVE	040 Rosewood Elementary	CFPC/2 GROEN 1074-M	07/01/1995	07/01/1995

35765	ACTIVE	040 Rosewood Elementary	3678-4-P-W BALLY DX407987-01	07/01/1995	07/01/1995
WALK-IN COOLER/FREEZER					
UNITS ARE SEPARATE					
040 Rosewood Elementary (continued)					
35885	ACTIVE	040 Rosewood Elementary	HOBART HEC402	07/01/1998	07/01/1998
CONVECTION OVEN					
36145	ACTIVE	040 Rosewood Elementary	99100061 GREENHECK GHSD-11S-S	07/01/1999	07/01/1999
HVAC					
SAME ASSET TAG AS HOOD					
36718	ACTIVE	040 Rosewood Elementary	0609036000704 DELFIELD DEL-SH5	10/31/2006	10/31/2006
HOT FOOD COUNTER					
36719	ACTIVE	040 Rosewood Elementary	0609036000690 DELFIELD DEL-SCSC60	10/31/2006	10/31/2006
COLD FOOD COUNTER					
37445	ACTIVE	040 Rosewood Elementary	1106230000703 CLEVELAND 24CEA-10	08/17/2011	08/17/2011
STEAMER					
37769	ACTIVE	040 Rosewood Elementary	HOBART HEC402	07/01/2015	07/01/2015
CONVECTION OVEN					
37770	ACTIVE	040 Rosewood Elementary	GROEN	07/01/2015	07/01/2015
STEAM KETTLE					
040 Rosewood Elementary				11	
041 South Pointe High School					
36475	ACTIVE	041 South Pointe High School		08/01/2005	08/01/2005

WALK-IN COOLER\FREEZER

BROWN

041 South Pointe High School (continued)

36476	ACTIVE	041 South Pointe High School	T64450304 DELFIELD RHT332NUT-44S	08/01/2005	08/01/2005
REACH-IN REFRIGERATOR					
36477	ACTIVE	041 South Pointe High School	T64352B04 DELFIELD RLT232NUT-F45	08/01/2005	08/01/2005
REACH IN FREEZER					
36479	ACTIVE	041 South Pointe High School	CAPTIVEAIRE	08/01/2005	08/01/2005
EXHAUST HOOD					
36484	ACTIVE	041 South Pointe High School	WC 87302-04H-01 CLEVELAND 24CGA-O	08/01/2005	08/01/2005
CONVECTION STEAMER					
36485	ACTIVE	041 South Pointe High School	WC 88563-045-01 CLEVELAND 24CGA-O	08/01/2005	08/01/2005
COVECTION STEAMER					
36488	ACTIVE	041 South Pointe High School	GROEN HFP\2	08/01/2005	08/01/2005
BRAISING PAN					
36489	ACTIVE	041 South Pointe High School	MANITOWOC 1300	08/01/2005	08/01/2005
ICE MACHINE					
36490	ACTIVE	041 South Pointe High School	0504036100557-T DELFIELD 7048-P	08/01/2005	08/01/2005
PASS THRU REFRIGERATOR					
36492	ACTIVE	041 South Pointe High School	AAF-J79021-1805 CRESCOR H137WSUA-12C	08/01/2005	08/01/2005
PASS THRU HOT CABINET					

041 South Pointe High School (continued)

36493	ACTIVE	041 South Pointe High School	AAF-J79021-1804	08/01/2005	08/01/2005
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PASS THRU HOT CABINET			CRESCOR H137WSUA-12C		
36494 DISHWASHER	ACTIVE	041 South Pointe High School	85-1040022 HOBART CRS-66A	08/01/2005	08/01/2005
36495 CORNERS FIVE	ACTIVE	041 South Pointe High School		08/01/2005	08/01/2005
36496 PLAIN TOP COUNTERS TEN	ACTIVE	041 South Pointe High School	DELFIELD	08/01/2005	08/01/2005
36497 PLAIN TOP BEVERAGE COUNTERS FIVE	ACTIVE	041 South Pointe High School	DELFIELD	08/01/2005	08/01/2005
36502 PLAIN TOP COUNTERS FIVE	ACTIVE	041 South Pointe High School	DELFIELD	08/01/2005	08/01/2005
36503 MILK COOLERS SIX	ACTIVE	041 South Pointe High School	BEVERAGE-AIR MT17-54	08/01/2005	08/01/2005
36504 PLAIN COUNTER TOPS SIX	ACTIVE	041 South Pointe High School	DELFIELD	08/01/2005	08/01/2005
041 South Pointe High School (continued)					
36529 SANDWICH SLIDES TEN	ACTIVE	041 South Pointe High School		08/01/2005	08/01/2005

36530 CASHIER STANDS SIX	ACTIVE	041 South Pointe High School		08/01/2005	08/01/2005
37757 HOOD/HVAC	ACTIVE	041 South Pointe High School	CAPTIVAIR	07/01/2015	07/01/2015
37758 COVECTION OVEN DOUBLE STACKED	ACTIVE	041 South Pointe High School	48-1505609 HOBART HGC5-10	07/01/2015	07/01/2015
37781 COVECTION OVEN DOUBLE STACKED	ACTIVE	041 South Pointe High School	48-1505608 HOBART HGC5-10	07/01/2015	07/01/2015
37782 COVECTION OVEN DOUBLE STACKED	ACTIVE	041 South Pointe High School	48-150610 HOBART HGC5-10	07/01/2015	07/01/2015
37784 HOT SERVING COUNTER	ACTIVE	041 South Pointe High School	0504036000172M DELFIELD SH5-NU	07/01/2015	07/01/2015
37785 COLD SERVING COUNTER	ACTIVE	041 South Pointe High School	0504036000177M DELFIELD SCFT-50	07/01/2015	07/01/2015
041 South Pointe High School (continued)					
37808 COLD 4 DOOR PASS THRU	ACTIVE	041 South Pointe High School	T64425B04 TRAULSEN RHT232NPUT- HHG	07/01/2015	07/01/2015
37809 COLD 4 DOOR PASS THRU	ACTIVE	041 South Pointe High School	T64424B04 TRAULSEN RHT232NPUT- HHG	07/01/2015	07/01/2015

37811	ACTIVE	041 South Pointe High School	TRAULSEN	07/01/2015	07/01/2015
HOT 4 DOOR PASS THRU					

37812	ACTIVE	041 South Pointe High School	TRAULSEN	07/01/2015	07/01/2015
HOT 4 DOOR PASS THRU					

041 South Pointe High School	30
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042 Sullivan Middle

35772	ACTIVE	042 Sullivan Middle	3093/WNCL0018910	07/01/1988	07/01/1988
CONVECTION OVEN					

35774	ACTIVE	042 Sullivan Middle		07/01/1988	07/01/1988
EXHAUST HOOD/MAKE UP AIR					
SAME TAG AS HVAC					

35791	ACTIVE	042 Sullivan Middle	DX1401516-01 BALLY 3478-4	07/01/1988	07/01/1988
WALK-IN COOLER/FREEZER					

042 Sullivan Middle (continued)

35886	ACTIVE	042 Sullivan Middle		07/01/1998	07/01/1998
GARBAGE DISPOSAL					

35887	ACTIVE	042 Sullivan Middle	WNCL002212	07/01/1998	07/01/1998
CONVECTION OVEN					

36146	ACTIVE	042 Sullivan Middle		07/01/1999	07/01/1999
HVAC					
SAME TAG AS HOOD					

36269 STEAMER	ACTIVE	042 Sullivan Middle	78842-021-01 CLEVELAND 24CEA10	10/02/2002	10/03/2002
37502 DISHMACHINE	ACTIVE	042 Sullivan Middle	851083651 HOBART HOB-CLPS66E/16	05/13/2013	05/13/2013
37698 SERVING LINES #2 HOT/COLD/CASHIER	ACTIVE	042 Sullivan Middle	TAG IS ON HOT	07/01/2015	07/01/2015
37699 SERVING LINES #3 HOT/COLD/CASHIER	ACTIVE	042 Sullivan Middle		07/01/2015	07/01/2015
37700 SERVING LINES #5 HOT/COLD/CASHIER	ACTIVE	042 Sullivan Middle		07/01/2015	07/01/2015
042 Sullivan Middle (continued)					
37701 SERVING LINES #4 HOT/COLD/CASHIER	ACTIVE	042 Sullivan Middle		07/01/2015	07/01/2015
37702 STEAM KETTLE	ACTIVE	042 Sullivan Middle	6266/6267 GROEN TDB/7-40	07/01/2015	07/01/2015
37703 3 DOOR REACHIN REFRIGERATOR	ACTIVE	042 Sullivan Middle	DELFIELD	07/01/2015	07/01/2015

042 Sullivan Middle

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044 Sunset Park Elementary

35813 CONVECTION OVEN DOUBLE OVEN	ACTIVE	044 Sunset Park Elementary	48-105 3996/3520 UR HOBART CN 90-29	07/01/1995	07/01/1995
35837 STEAMER	ACTIVE	044 Sunset Park Elementary	WC03841-07J-O 24CED-10	07/01/1999	07/01/1999
36017 FREEZER	ACTIVE	044 Sunset Park Elementary		07/01/1999	07/01/1999
36018 WALK-IN COOLER	ACTIVE	044 Sunset Park Elementary	DX90009396-03 BALLY 3678-4-P	07/01/1999	07/01/1999

044 Sunset Park Elementary (continued)

36147 HVAC	ACTIVE	044 Sunset Park Elementary	GREENCHECK	07/01/1999	07/01/1999
37708 DISH MACHINE	ACTIVE	044 Sunset Park Elementary	12079-401UD HOBART CRS-66	07/01/2015	07/01/2015
37709 STEAM KETTLE	ACTIVE	044 Sunset Park Elementary	GROEN TDB740	07/01/2015	07/01/2015
37710 DOUBLE DOOR COOLER	ACTIVE	044 Sunset Park Elementary	BBZ570263-T DELFIELD SRR2-SH	07/01/2015	07/01/2015

044 Sunset Park Elementary

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046 The Children's School

35722	ACTIVE	046 The Children's School	116851	07/01/1983	07/01/1983
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STEAM KETTLE			GROEN TDB720		
35838 STEAMER	ACTIVE	046 The Children's School	54548-98H-01 CLEVELAND	07/01/1999	07/01/1999
35889 CONVECTION OVEN DOUBLE OVEN	ACTIVE	046 The Children's School	48-118697/99 81 HOBART HEC40	07/01/1998	07/01/1998
36020 WALK-IN COOLER/FREEZER COMBO	ACTIVE	046 The Children's School	367 8-4-P BALLY DX-90009396-02	07/01/1999	07/01/1999
046 The Children's School (continued)					
36148 HVAC	ACTIVE	046 The Children's School	GREENCHECK	07/01/1999	07/01/1999
36722 HOT FOOD COUNTER	ACTIVE	046 The Children's School	0609036000703 DELFIELD DEL-SH5	10/31/2006	10/31/2006
36723 COLD FOOD COUNTER	ACTIVE	046 The Children's School	0609036000687 DELFIELD DEL-SCSC60	10/31/2006	10/31/2006
37711 DISH MACHINE	ACTIVE	046 The Children's School	HOBART	07/01/2015	07/01/2015
37712 2 DOOR COOLER	ACTIVE	046 The Children's School	T32807H06 TRAULSEN G2010	07/01/2015	07/01/2015

046 The Children's School

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048 York Road Elementary

35517 FREEZER	ACTIVE	048 York Road Elementary	B075B BALLY	07/01/1971	07/01/1971
35522 DISHMACHINE	ACTIVE	048 York Road Elementary	C-44 MODEL#	07/01/1994	07/01/1994
35523 BRAISING PAN	ACTIVE	048 York Road Elementary	1054-M GROEN CFPC/2-3	07/01/1994	07/01/1994
048 York Road Elementary (continued)					
36149 HVAC	ACTIVE	048 York Road Elementary	GREENCHEK	07/01/1999	07/01/1999
36270 STEAMER	ACTIVE	048 York Road Elementary	WC81091-03-0-01 Cleveland 24CEA10-480	04/28/2003	04/28/2003
36726 HOT FOOD COUNTER	ACTIVE	048 York Road Elementary	0609036000705 DELFIELD DEL-SH5	10/31/2006	10/31/2006
36727 COLD FOOD COUNTER	ACTIVE	048 York Road Elementary	0609036000688 DELFIELD DEL0SCSC60	10/31/2006	10/31/2006
37197 WALK-IN COOLER	ACTIVE	048 York Road Elementary		09/01/2008	09/01/2008
37498 DOUBLE STACK OVEN	ACTIVE	048 York Road Elementary	1302230000606/607 GARLAND S RANGE MCO-ES- 20-S	03/08/2013	03/08/2013
37735 2 DOOR REACH-IN COOLER	ACTIVE	048 York Road Elementary	311717 COTCH M2	07/01/2015	07/01/2015

050 Saluda Trail Middle

050 Saluda Trail Middle (continued)

36150 REACH IN WARMER	ACTIVE	050 Saluda Trail Middle	392116-T DELFIELD SLH29-SH	08/01/1999	08/01/1999
36153 REACH IN WARMER	ACTIVE	050 Saluda Trail Middle	392123-T DELFIELD SLH29SH	08/01/1999	08/01/1999
36154 REACH IN WARMER	ACTIVE	050 Saluda Trail Middle	392119-T DELFIELD SLH29-SH	08/01/1999	08/01/1999
36155 REACH IN WARMER	ACTIVE	050 Saluda Trail Middle	4SLR29SH DELFIELD 392120-T	08/01/1999	08/01/1999
36156 REACH IN COOLER	ACTIVE	050 Saluda Trail Middle	392083-T DELFIELD SLR29-SH	08/01/1999	08/01/1999
36157 REACH IN COOLER	ACTIVE	050 Saluda Trail Middle	392081-T DELFIELD SLR-29-SH	08/01/1999	08/01/1999
36163 PASS THRU WARMER	ACTIVE	050 Saluda Trail Middle	DELFIELD	08/01/1999	08/01/1999
36166 MIXER	ACTIVE	050 Saluda Trail Middle	311135742 HOBART D3001	08/01/1999	08/01/1999
36167 BRAISING PAN	ACTIVE	050 Saluda Trail Middle	CLEVELAND	08/01/1999	08/01/1999

050 Saluda Trail Middle (continued)

36168 CONVECTION STEAMER	ACTIVE	050 Saluda Trail Middle	WNCL00872 CLEVELAND M24CEA10	08/01/1999	08/01/1999
36169 CONVECTION OVEN	ACTIVE	050 Saluda Trail Middle	48-1195397 HOBART 2 HEC40	08/01/1999	08/01/1999
36170 CONVECTION OVEN	ACTIVE	050 Saluda Trail Middle	48-1195358 HOBART	08/01/1999	08/01/1999
36173 EXHAUST HOOD	ACTIVE	050 Saluda Trail Middle	GAYLORD	08/01/1999	08/01/1999
36174 WALK IN COOLER	ACTIVE	050 Saluda Trail Middle	DX 8004032-01 BALLY	08/01/1999	08/01/1999
36175 WALK IN FREEZER	ACTIVE	050 Saluda Trail Middle	DX800 4032-02 BALLY	08/01/1999	08/01/1999
36176 DISHWASHER	ACTIVE	050 Saluda Trail Middle	CRS66A HOBART	08/01/1999	08/01/1999
37739 HOT COUNTER	ACTIVE	050 Saluda Trail Middle	85774601M DELFIELD KH4NU	07/01/2015	07/01/2015
37740 COLD COUNTER	ACTIVE	050 Saluda Trail Middle	85774602M DELFIELD KCI74NU	07/01/2015	07/01/2015

050 Saluda Trail Middle (continued)

37741 MILK BOX	ACTIVE	050 Saluda Trail Middle	85774603M DELFIELD N6131337	07/01/2015	07/01/2015
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37742 HOT SERVING LINE	ACTIVE	050 Saluda Trail Middle	85774609M DELFIELD KH4NU	07/01/2015	07/01/2015
37743 COLD SERVING LINE	ACTIVE	050 Saluda Trail Middle	85774610M DELFIELD KCI74NU	07/01/2015	07/01/2015
37744 COLD SERVING LINE	ACTIVE	050 Saluda Trail Middle	85774606M DELFIELD KCI74NU	07/01/2015	07/01/2015
37745 HOT SERVING LINE	ACTIVE	050 Saluda Trail Middle	85774616M DELFIELD CH4NU	07/01/2015	07/01/2015
37805 COLD REACH-IN	ACTIVE	050 Saluda Trail Middle	392085-T DELFIELD SLR29-SH	07/01/2015	07/01/2015
37806 COLD REACH-IN	ACTIVE	050 Saluda Trail Middle	392084-T DELFIELD SLR29-SH	07/01/2015	07/01/2015
37807 HOT REACH-IN	ACTIVE	050 Saluda Trail Middle	392122-H DELFIELD SLR29-SH	07/01/2015	07/01/2015

050 Saluda Trail Middle

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068 Food Service

36452 2004 VAN USED BY FOOD SERVICE	ACTIVE	068 Food Service	1GCHG35U041100014 CHEVEROLET CG	08/19/2004	08/19/2004
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068 Food Service

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REPORT TOTALS

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**SPECIAL FOOD SERVICE FUNCTIONS PLANNED
AND SERVED BY SFA IN THE PREVIOUS SCHOOL YEAR**

Special Functions the District would like to have include the following items. The District is open any and all suggestions as well.

1. York Preparatory Academy (Charter School) Continue contract district has to provide meals.
2. Headstart hosted at The Children's School at Sylvia Circle. Continue contract district has to provide breakfast, lunch and snacks to the Headstart program.
3. Dinner for Board Work Sessions and General Meetings
4. Special Events at schools such as cook outs, grandparent day, Senior Day at Winthrop Lake, Tailgates before big games
5. Meals for traveling team/school groups
6. Meals/refreshments for various school activities related to the teacher

COST RESPONSIBILITY DETAIL SHEET**APPENDIX M**

The following cost responsibility detail sheet is a necessary part of this proposal specification. Costs which are not provided for under the standard contract terms and conditions but are necessary for the effective on-site operation of the food service program and are directly incurred for the SFA's operation must be assigned by the SFA prior to the bid opening and designated below:

DESCRIPTION	FSMC	SFA	N/A
Food:			
Food Purchases	X		
USDA Food Processing Charges	X		
Processing and Payment of Invoices	X		
Labor:	X	X	
FSMC Employees:			
Salary/Wages	X		
Fringe Benefits and Insurance	X		
Retirement	X		
Payroll Taxes	X		
Workers' Compensation	X		
Unemployment Compensation	X		
Preparation and Processing of Payroll	X		
SFA Employees:			
Wages		X	
Fringe Benefits and Insurance		X	
Retirement		X	
Payroll Taxes		X	
Workers' Compensation		X	
Unemployment Compensation		X	
Preparation and Processing of Payroll	X		

Miscellaneous/Additional Items:

The items listed with an * are direct cost items which may or may not apply to each SFA. At local discretion, based upon actual practice and need, the SFA should assign cost responsibility for those items applicable to their operation or designate them as N/A.

DESCRIPTION	FSMC	SFA	N/A
Cleaning/Janitorial Supplies	X kitchen	X dining	
Paper/Disposal Supplies *	X		
Tickets/Tokens *	X		
Child/Silverware/Glassware	X		

DESCRIPTION	FSMC	SFA	N/A
Initial Inventory	X		
Replacement during Operation	X		
Telephone		X	
Local		X	
Long Distance		X	
Uniforms	X		
Linens *	X		
Laundry	X		
Trash Removal			
From Kitchen	X		
From Dining Area		X	
From Premises		X	
Pest Control		X	
Equipment Replacement and Repair		X	
Non-Expendable		X	
Expendable		X	
Products and Public Liability			
Insurance *	X		
Equipment Rental * (explain)	X		
Car/Truck Rental * (explain)	X		
Vehicle Maintenance *	X	X District	Van
Storage Costs	X		
Food *	X		
Non-food Supplies *	X		
Courier Services (bank deposits, school deliveries) *			X
Employee Recruitment—Initial Replacement	X		
Sales Tax		X	
Other Taxes and Licenses *	X		
Office Materials	X		
Printing *	X		
Promotional Materials *	X		
Other * (cannot include overhead expenses incurred by FSMC)	X		
Cleaning Responsibilities	X		
Food Preparation Areas (including equipment)	X		
Serving Areas	X		
Kitchen Floors	X		
Dining Room Floors or Periodic Waxing and Buffing Floors		X	
Hoods		X	
Cell Phones		X District	Employee
Computers		X	
Software		X	

DESCRIPTION	FSMC	SFA	N/A
Routine cleaning of tables and chairs		X	
Cafeteria walls		X	
Light Fixtures		X	
Windows		X	
Window Coverings		X	
Grease Traps		X	
Duct Work		X	
Restrooms		X	
Exhaust Fans		X	
Grease Filters		X	

N/A

Rock Hill Schools – York #3

Plans to participate in the following programs during the 2017–2018 school year in one or more schools: (please check all that apply)

- ✓ National School Lunch Program
- ✓ School Breakfast Program
- ✓ Afterschool Snack Program
- ✓ USDA Foods (Commodities) Program
- ✓ Fresh Fruit and Vegetable Program
- ✓ Seamless Summer Option
Summer Food Service Program

FRESH FRUIT AND VEGETABLE PROGRAM

APPENDIX P

N/A