



**TOWN OF STRATFORD  
PURCHASING DEPARTMENT  
STRATFORD, CONNECTICUT**

**REQUEST FOR PROPOSAL**

RFP No. 2014-016

Issued: March 5, 2014

Subject: Food Service Management Company for Stratford Public Schools

The Town of Stratford through the Office of the Purchasing Agent will receive SEALED PROPOSALS for furnishing the equipment described in the accompanying specifications, in accordance with the instructions, conditions and reservations that follow:

**A. CLOSING DATE:**

Proposals will be received until 3:00 pm April 30, 2014, in the Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main Street, Stratford, CT 06615.

Any proposal may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof. Any proposals received after the date and time specified shall NOT be considered. No bidder may withdraw a proposal within 45 days after the actual opening thereof.

**A mandatory pre-bid meeting and facility walk-thru will be held at 1000 East Broadway on March 28 at 2:00 pm.**

## **B. INSTRUCTIONS:**

Proposals are to be submitted (FIVE COPIES) in a sealed envelope and clearly marked with the bid number and description on the outside of the envelope, including all outer packaging (DHL, FedEx, UPS, etc).

Proposals must be delivered to:

Purchasing Department  
Stratford Town Hall — Rm 202  
2725 Main Street  
Stratford, CT 06615

## **C. CONDITIONS:**

### **Bid Surety:**

A Bid Bond in the amount of \$20,000.00 must accompany each proposal, made payable to the Town of Stratford. Certified Checks or Cashier's Checks are acceptable. No bid will be considered without this surety. Upon award or rejection of the bid, all Certified Checks or Cashier's Checks received in lieu of Bid Bonds will be returned to the bidders.

**Taxes:** The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

**Addendums:** All addendums will be posted on the town website [www.townofstratford.com](http://www.townofstratford.com). It is the responsibility of the bidder to check the website for any addendums before submitting their bid.

**Conflict of Interest:** No public official or employee shall, while serving as such, have any financial interest or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

## **D. RESERVATIONS:**

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

# STRATFORD PUBLIC SCHOOLS CONNECTICUT

## REQUEST FOR PROPOSAL: FOOD SERVICE MANAGEMENT COMPANY

*The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)*

*If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.*

Revision: October 2013

**REQUEST FOR PORPOSALS  
FOOD SERVICE MANAGEMENT**

Questions concerning the proposal may be directed to Clarence Zachery at [zacheryc@stratfordk12.org](mailto:zacheryc@stratfordk12.org)

**Enclosed are our requirements and specifications.**

Public School District reserves the right to reject any and/or all proposals received or any parts thereof for any reason whatsoever, to waive any informality in any proposal or in any provision in the request for proposals, to require a modification of the contract terms at any time, and to select the bidder who, in the opinion of the District, will meet the best interests of the District, provided that nothing herein shall be deemed to waive any requirement of federal, state or local law. Under no circumstances will the district be responsible for the cost of preparing any bid or proposal. The Stratford Public Schools reserves the right to waive any and all guidelines herein and to reject any and all proposals if considered to be in the best interests of the School District.

Thank you for your interest in the Stratford Public School's food service program.

Sincerely,

*Clarence Zachery*

Clarence Zachery  
Chief Operating Officer  
Stratford Public Schools

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## **SECTION I: Instructions**

### **1.1 Purpose of this request for proposal (RFP):**

The organization or individual responding to this request will be referred to as the FSMC and the contract will be between the FSMC and STRATFORD PUBLIC SCHOOLS.

This solicitation is for the purpose of entering into a contract for the operation of a food service program for the Stratford Public Schools. The Stratford Public Schools food service program may include any of the following programs: National School Lunch Program (NSLP), School Breakfast Program (SBP), Fresh Fruit and Vegetable Program (FFVP), At-Risk Afterschool Snack or Meals Program, Child and Adult Care Food Program (CACFP), and/or the Summer Food Service Program (SFSP). The FSMC will assume responsibility for the efficient management and consulting service of the food program including, but not limited to; menus, purchasing, receiving, storing, setting up cafeteria lines, counter service, cleanup, sanitation, training, hiring and supervising personnel, and presenting food in a way to create optimum student participation. The program will include the use of federally donated commodities.

### **1.2 Response Date and Pre-Bid Conference**

Proposals received after the deadline will be late and ineligible for consideration.

A mandatory Pre-Bid Conference and facility walk-thru will be held at 1000 East Broadway, Stratford, CT on March 28, 2014 at 2:00 PM. Failure to attend the Pre-Bid Conference will disqualify any potential proposer from consideration.

### **1.3 Consideration and Award**

The STRATFORD PUBLIC SCHOOLS may award a contract based upon the initial proposals received without discussion of such proposals. Accordingly, each initial proposal should be submitted with the most favorable price and service standpoint. All proposals shall include completed forms as provided by the District on Schedule E. The Stratford Public School District reserves the right to reject any or all proposals received or any parts thereof for any reason whatsoever, to waive any informality in any proposal or in any provision in the request for proposals, to require a modification of contract terms at any time, and to select the bidder who, in the opinion of the District, will meet the best interests of the District, provided that nothing herein shall be deemed to waive any requirement of federal, state or local law. Under no circumstances will the District be responsible for the cost of preparing any bid or proposal.

### **1.4 Issuing Office**

The information provided herein is intended to assist the FSMC in the preparation of proposals necessary to properly respond to this RFP. The RFP is designed to provide interested FSMCs with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data there from. The FSMCs are at liberty and are encouraged to expand upon the specification details to evidence service capability under any agreement.

## **SECTION II – Qualifications**

**The following conditions must be met at a minimum and addressed in proposals:**

- 2.1** The firm must be of sufficient size and expertise to furnish the resources needed to manage and continuously improve the food services operation. The qualification data shall be submitted by each contractor along with the sealed proposal.
  - a. Company must be licensed to do business in the state of Connecticut.
  - b. The interested company must have been doing business for five consecutive years or more with school districts.
  - c. Any interested company must be willing to provide a performance bond for the amount of the total sales of the food service program, should it be awarded. A surety letter from an acceptable bonding or surety company indicating ability to obtain the bond must be included with the proposal.
  - d. Each company shall include financial statements from three operating units that most closely match the characteristics of the district.
  - e. Annual reports of financial statements certified by a licensed public accountant for the last year must be included with the proposal along with a three (3) year financial summary.
- 2.2** The FSMC must have extensive involvement and experience in the school food services field in the areas of: designing and planning serving and dining areas; selecting and procuring commodities and food service equipment; nutrition; menu planning; on-site production; quality control; employee supervision; staff and management training; employee motivation; marketing; and public relations. The inclusion of model programs in these areas will be advantageous.
- 2.3** All proposals shall be valid and may not be withdrawn for sixty (60) days after submission.

## **SECTION III: Program Objectives**

**The successful FSMC shall conduct the food service program in a manner which best fulfills the following program objectives:**

- 3.1** To provide an appealing and nutritionally sound meal compliant with all USDA regulations including all aspects of The Healthy Hunger Free Kids Act of 2010 and a la Carte program for students as economically as possible. In order to offer a la carte food service, the FSMC must also offer free, reduced price and full price reimbursable meals to all eligible children.
- 3.2** To promote nutritional awareness and interface with the District's instructional programs in this area.
- 3.3** Increase participation at all levels of our program by improving food quality at the point of service, by upgrading equipment and facilities, by seeking student and parent input, by successful menu variation and planning, by aggressive marketing techniques and by a strong emphasis on public relations.
- 3.4** Provide a management staff and structure, which will offer adequate expertise to ensure that the school food program is one of consistent top quality and of positive regard by students, staff and the public.
- 3.5** Establish a formal structure to routinely and continuously gather input from students, staff, the public and food service employees to ensure the most effective and efficient operation possible.
- 3.6** Establish and conduct management and staff training programs, which will ensure staff development, proper supervision, adherence to health code requirements, and consistent quality control both in production and service.
- 3.7** Provide a financial reporting system that meets federal and state requirements.

- 3.8 Provide District Administration with monthly operating statements and information regarding the food service program.

#### SECTION IV –Scope and Purpose

- 4.1 The District shall retain control of the quality, extent and general nature of the food service program and prices to be charged. 210.16(a)(4)
- 4.2 The District shall be entitled to all receipts of the food service program.
- 4.3 All net income accruing to the District from the food service program shall remain in the program and be deposited by the FSMC into the school cafeteria fund accounts.
- 4.4 The FSMC shall be an independent contractor and not an employee of the District nor are the employees of the FSMC employees of the District.
- 4.5 The FSMC, as an independent contractor, shall have the exclusive right to operate the school food service program and/or special milk program.
- 4.7 The FSMC shall receive for its service an administrative/management fee provided its operation results in a break-even or profitable operation.
- 4.8 The FSMC shall comply with all state, local, and federal laws and regulations, including those requirements and regulations adopted by the Commissioner of Education and the United States Department of Agriculture and any conditions or amendments thereto.

#### SECTION V – Specifications

- 5.1 The District participates in the National School Lunch Program. Surplus food commodities are available for use in the lunch program and it is the intent of the District that such items be included in the menus to the greatest extent possible.
- 5.2 It is required that the food service program will be self-supporting and a no-cost operation for the District. The FSMC shall meet all requirements of the National School Lunch and School Breakfast Programs of the United States Department of Agriculture, and any other requirements promulgated by the state of Connecticut. The FSMC costs shall include all expenses associated with the operation of the food service program as submitted in the financial budget of the RFP, on-site costs, all food costs, value of commodities used and management fee. **If total FSMC costs exceed total revenue on an annual basis, the management fee portion of the total administrative/management fee shall be reduced by the amount of the overrun, and the FSMC shall be responsible for all operational losses exceeding the amount of its fee as well.**
- 5.3 The FSMC shall submit a budget to the Business Manager in March of each year, earlier if requested, to be used by the District in its budget process and to demonstrate its theoretical ability to meet the above requirement to be self-supporting. Meal prices shall be approved by the District. **The District shall retain ultimate control over meal prices and any other related or appropriate elements of the food service program.**

#### SECTION VI – Equipment

- 6.1 The District shall be responsible for any losses which may arise due to equipment malfunction or loss of electrical power not within the control of the FSMC. The District shall not be responsible for loss or damage to equipment owned by the FSMC and located on the District premises. The FSMC shall notify the District of any equipment belonging to the contractor on District premises within ten (10) days of its placement on the District premises.
- 6.2 The District will provide the initial physical inventory of supplies and equipment available for use by the FSMC.
- 6.3 The District shall furnish and install any equipment or make any structural changes needed to comply with Federal, State and local laws.
- 6.4 All food preparation and serving equipment owned by the District shall remain on the premises of the District.
- 6.5 The FSMC shall recommend to the District the purchase of new or replacement equipment as needed. The FSMC shall account for all equipment and protect it from pilferage or destruction, and will coordinate the repair or replacement of any equipment not functioning properly with the designated District personnel that has repair responsibility.
- 6.6 The FSMC shall operate and care for all equipment and food service areas (walls, windows, lights, etc.) in a clean, safe and healthy condition in accordance with standards acceptable to the District and comply with all applicable laws, ordinances, rules and regulations of Federal, State and local authorities.
- 6.7 The District shall be responsible for repairs to all permanent fixtures such as faucets, lights, sewers, air conditioning, heating and all other electrical work not considered as being food equipment.

## **SECTION VII – Facilities**

- 7.1 The District shall furnish at its expense, space, light, heat, power, hot and cold water and other utilities as are necessary for the operation of the food services to be furnished hereunder.
- 7.2 The District shall make available without cost to the FSMC, areas of the premises agreeable to both parties in which the FSMC shall render its services; such areas as are reasonably necessary for providing efficient food service. The District is responsible for maintaining the facilities in a good state of repair and free from vermin.
- 7.3 The district may request additional food service programs from the FSMC, including at the discretion of the district, the provision of meals to other non-profit organizations under the NSLP, SBP CACFP and/or SFSP.
- 7.4 The District retains the right to rent food service facilities during non-school hours or weekends, provided that such rental does not interfere with the normal food service operation. When such activities take place, the District may require that a member(s) of the food service staff designated by the resident manager be on duty, and be reimbursed. If the District approves the use of the facilities for extracurricular activities before or after the District's regularly scheduled meal periods, the District shall return facilities and equipment to the FSMC in the same condition as received, normal wear and tear accepted.
- 7.5 The District shall have unlimited access to all areas used by the FSMC for purposes of inspections and audits.

## **SECTION VIII – Sanitation and Safety**

- 8.1** The District shall remove all garbage and trash from the designated areas. The FSMC shall place garbage and trash in appropriate containers in the designated areas. The FSMC shall cooperate in the District recycling program.
- 8.2** The District shall be responsible for cleaning of ducts and hoods, and floors in the dining, serving and kitchen areas, walls ceilings, and light fixtures; also, the tables and chairs in the cafeteria/dining area. The FSMC shall clean the kitchen area, equipment, including but not limited to sinks, counters, tables, chairs, silverware and utensils.
- 8.3** The District shall be responsible for painting and miscellaneous repairs within the kitchen and dining areas.
- 8.4** The FSMC shall comply with all local and state sanitation requirements in the preparation and service of food.
- 8.5** The FSMC shall maintain safety programs for employees as required by Federal, State, and local authorities, including the FSMC's corporate policies.
- 8.6** The FSMC will provide sanitation standards covering housekeeping, preparation, storage, employees and equipment. The FSMC will also make adjustments to practices and operation of equipment as required.

## **SECTION IX – Employees**

- 9.1** The FSMC shall provide all employees and establish schedules, wage rates, and benefit programs. It is expressly understood that all presently employed food service employees will be given the opportunity to interview for positions within the District as employees of the FSMC.
- 9.2** The FSMC shall have the sole responsibility to compensate its employees, including all applicable taxes, insurances and worker's compensation and shall be solely responsible for any losses incurred by the District, resulting from dishonest, fraudulent or negligent acts on the part of its employees or agents. The FSMC is required to provide a fidelity bond for all employees. All food service employees shall comply with all rules of the District.
- 9.3** The FSMC and its employees shall comply with all wage and hours of employment requirements of Federal and State law, including the Contract Work Hours and Safety Standards Act, Part 3016.36(i). All employees of the FSMC shall be paid in accordance with the Fair Labor Standards Act, as amended and any other applicable statutes. In addition, the FSMC will comply with all applicable federal and state employment statutes, including those statutes pertaining to labor relations.
- 9.4** The FSMC shall comply with Title VI of the Civil Rights Act of 1964 and the implementing regulations of the United States Department of Agriculture issued there under and any additions or amendments thereto. The FSMC shall assure the Stratford Public School District that it is an equal opportunity employer and does not discriminate on the basis of race, color, creed, gender, physical or mental disability, or any other classification protected by state and federal anti-discrimination statutes. The FSMC shall provide personnel for its obligations under the Contract who have the necessary qualifications.

- 9.5** The FSMC shall maintain its own personnel policies and fringe benefits for its employees. The FSMC shall supply with this proposal a full description of the proposed benefit package, including but not limited to, levels of coverage, co-pay features and any other limitations.
- 9.6** The FSMC must provide a resident Food Service Director who will be approved by the Stratford Public Schools and will be responsible for directing the food services program and implementing cooperatively agreed upon strategies for maximizing participation in the school lunch program. The Director shall be available to meet with principals, students, and staff to determine ways to improve the program. The Director must also be available to participate in town or Board of Education meetings when food service matters are to be discussed.
- 9.7** The FSMC shall instruct its employees to abide by the policies, rules and regulations, with respect to its use of District premises as established by District from time to time and which are furnished in writing to the FSMC.
- 9.8** The FSMC shall ensure that all food service employees comply with the rules of the Connecticut Department of Education regarding fingerprinting and criminal background checks.

### **SECTION X – Free and Reduced Lunch Policy**

- 10.1** The written policy of the District requiring feeding of students who qualify for free or reduced price lunches, shall apply to the FSMC's food service operation. The policy is on file in the District Office. The District shall be responsible for the implementation of this policy.
- 10.2** The FSMC will be responsible for implementing policies covering free and reduced price meals and milk programs for those students designated by the District as meeting Federal and State agency requirements for those programs. All such meals shall be served and accounted for in a manner approved by the District so as to protect the anonymity of the recipients. Meals shall be served and proper, accurate pupil participation records shall be maintained by the FSMC.

### **SECTION XI – Meals – Portions, Planning, and Purchasing**

- 11.1** The FSMC shall recommend meal prices and portions for approval by the District. The FSMC shall not alter the prices once approved without prior notice and approval by the District.
- 11.2** The FSMC will submit with the proposal a twenty-one (21) day cycle menu and a Daily Menu Pattern for the District's Schools. The FSMC must adhere to this cycle for the first twenty-one (21) days of meal service; thereafter, changes may be made with the mutual agreement of the District and the FSMC. However, the menu standard as presented in the first twenty-one (21) day menu and the Daily Menu Pattern, must be maintained as to type and quality of meal service. The Daily Menu Pattern should clearly indicate the number and type of choices and offerings that will be offered at all grade levels.
- 11.3** The FSMC shall provide, upon request by the District, menus to be reviewed by a school lunch committee, approved by the District and available for distribution ten (10) days prior to preparation and service of foods.
- 11.4** The FSMC shall be responsible for purchasing standards and specifications to bring about the best quality and price for the District's food service program. The grade, purchase unit, style, weight, ingredients, formulations, etc., as agreed by the District shall be complied with by the FSMC. The minimum procurement specifications are listed on *Schedule B*.

- 11.5 The FSMC shall serve reimbursable meal pattern lunches pursuant to the National School Lunch Program. For purposes of this proposal, lunch prices as per attached listing shall be used as a guide for calculations (**reference 2013-2014-Schedule C**).
- 11.6 The FSMC may offer a choice of reimbursable meal pattern lunches and shall provide specified types of service as listed in Schedule D.
- 11.7 The FSMC shall promote maximum participation in the Child Nutrition Programs.
- 11.8 The FSMC shall provide condiments and utensils as needed.
- 11.9 The FSMC shall use the District facilities for the preparation of food to be served in the designated attendance units.

## **SECTION XII – Federally Donated Commodities**

- 12.1 All federally donated commodities received by the District and made available to the FSMC shall accrue only to the benefit of the District's non-profit school food service program and shall be used therein.
- 12.2 The FSMC shall have records available to substantiate the use of federally donated commodities in reimbursable meal pattern meals.
- 12.3 The FSMC shall select, accept and use in as large quantities as may be used in District's non-profit school food service program, the type and quantities of available federally donated commodities, subject to the approval of the District.
- 12.4 Title of products purchased or processed using federally donated commodities must remain within the District. Any charges incurred by the FSMC when processing or purchasing products containing government commodities shall be processed for payment by the FSMC and charged back to the District as a food cost.
- 12.5 **Additional Language Required as a result of the Final Rule effective November 6, 2008, 7 CFR 250 Management of Donated Foods in Child Nutrition Programs, The Nutrition Services Incentive Program, and Charitable Institutions to the RFP soliciting Food Service Management Company to Operate the Food Service Program**
  - a. Contract Requirements and Procurement
    - i. All donated foods received for use by the recipient agency for the school year covered by the contract shall be used in the recipient agency's food service.
    - ii. The food service management company will provide the following services in relation to commodity foods:
      - 1. preparing and serving meals
      - 2. Ordering or selection of donated foods, in coordination with the recipient agency in accordance with 7 CFR 250.52
      - 3. Storage and inventory management of donated foods in accordance with 7 CFR 250.52
      - 4. Payment of processing fees and or submittal of refund requests to a processor on behalf of the recipient agency, or remittance of refunds for the value of

donated foods in processed end products to the recipient agency, in accordance with subpart C of 7 CFR 250

**Delete any areas that the food service management company will not perform.**

- b. Crediting for, and use of, donated foods
  - i. The food service management company must credit the recipient agency for the value of all donated foods received for use in the recipient agency's meals service in a school year (including both entitlement and bonus foods).
    - 1. Including the value of donated foods contained in processed end products if the food service management company's contract requires the food service management company to procure processed end products on behalf of the recipient agency; or act as an intermediary in passing the donated food value in processed end products on to the recipient agency.
  - ii. The food service management company will credit for donated foods by disclosure, i.e., the food service management company credits the recipient agency for the value of donated foods by disclosing, in its billing for food costs submitted to the recipient agency, the savings resulting from the receipt of donated foods for the billing period. Crediting by disclosure does not affect the requirement that the food service management company shall only bill the recipient agency for net allowable costs.
    - 1. The food service management company shall use the USDA's November 15<sup>th</sup> list of commodity food values to report the value of donated foods in its disclosure of the value of donated foods to the recipient agency on its billing documents
  - iii. All donated foods (this includes but is not limited to ground beef, ground pork, and all processed end products) shall be used in the recipient agency food service.
- c. Storage and inventory management of donated foods
  - i. The food service management company must meet the general requirements in 7 CFR 250.14(b) for the storage and inventory management of donated foods. Additionally, the food service management company must ensure that its system of inventory management does not result in the recipient agency being charged for donated foods.
  - ii. If the contract terminates, and is not extended or renewed, the food service management company must return all unused donated foods, including but not limited to ground beef, ground pork, and processed end products to the recipient agency.
  - iii. The recipient agency must ensure that the food service management company has credited it for the value of all donated foods received for use in the recipient agency's meal service in the school year. The food service management company shall cooperate in this endeavor.
- d. Required contract provisions that must also be included in the request for proposal
  - i. A statement that the food service management company must credit the recipient agency for the value of all donated foods received for use in the recipient agency's meal service in the school year, and including the value of donated foods contained in processed end products, in accordance with the contingencies in 7 CFR 250.51(a).

- ii. The method used to credit the recipient agency for donated foods shall be crediting by disclosure, which will occur on billing documents submitted each month.
  - iii. The food service management company shall use the USDA's November 15<sup>th</sup> list of commodity food values to report the value of donated foods in its disclosure of the value of donated foods to the recipient agency on its billing documents.
  - iv. The food service management company will ensure compliance with the requirements of subpart C of 7 CFR part 250 and with the provisions of the distributing and or recipient agencies' processing agreements in the procurement of processed end products on behalf of the recipient agency, and will ensure crediting of the recipient agency for the value of donated foods contained in such end products at the processing agreement value.
  - v. The food service management company will ensure the recipient agency that the food service management company will not itself enter into the processing agreement with the processor required in subpart C of 7 CFR 250.
  - vi. The distributing agency, subdistributing agency, or recipient agency, the Comptroller General, the Department of Agriculture, or their duly authorized representatives, may perform onsite reviews of the food service management company's food service operation, including the review of records, to ensure compliance with requirements for the management and use of donated foods.
  - vii. The food service management company shall maintain records to document its compliance with 7 CFR 250.54(b).
  - viii. Extensions or renewals of the contract, if applicable, are contingent upon fulfillment of all contract provisions relating to donated foods.
- e. Recordkeeping and reviews
- i. The food service management company must maintain the following records relating to the use of donated foods in its contract with the recipient agency:
    1. The donated foods and processed end products received from, or on behalf of, the recipient agency, for use in the recipient agency's food service;
    2. Documentation that it has credited the recipient agency for the value of all donated foods received for use in the recipient agency's food service in the school year, including, in accordance with the requirements in 7 CFR 250.51(a), the value of donated foods contained in processed end products; and
    3. Documentation of its procurement of processed end products on behalf of the recipient agency, as applicable.
  - ii. The recipient agency must ensure that the food service management company is in compliance with the requirements of this part through its monitoring of the food service operation, as required in 7 CFR parts 210, 225, or 226, as applicable.
  - iii. The recipient agency must also conduct a reconciliation at least annually (and upon termination of the contract) to ensure that the food service management company has credited it for the value of all donated foods received for use in the recipient agency's

food service in the school year, including, in accordance with the requirements in 7 CFR 250.51(a), the value of donated foods contained in processed end products.

### **SECTION XIII – Food Inventory, Storage, and Procurement**

- 13.1 The FSMC shall purchase all food and non-food commodities at the lowest price possible, consistent with maintaining quality standards. The district retains the right to verify these standards.
- 13.2 Ownership of beginning and ending inventory of food and supplies shall remain with the District. Ownership of all USDA commodities shall also remain with the District as required by regulations.
- 13.3 The FSMC shall maintain adequate storage practices, inventory and control of federally donated foods in conformance with District's agreement with the Office of Donated Foods.
- 13.4 The FSMC and the District shall inventory the equipment and commodities owned by the District at the beginning of the contract year, including but not limited to flatware, trays, chinaware, glassware, kitchen utensils and food items.

### **SECTION XIV – Financial Accounting, Reporting Systems and Records**

- 14.1 The FSMC shall assume accountability and responsibility for:
  - a. Daily bookkeeping and recording functions, including State and Federal reimbursement
  - b. Weekly Profit and Loss Statements
  - c. Monthly Profit and Loss Statements
  - d. Annual Budgeting
  - e. Perpetual Inventory – Costs and Controls
  - f. Preparation of records for annual audit by District
- 14.2 The FSMC shall prepare information necessary for school lunch claims for reimbursement from State and Federal agencies and maintain such records, as the District will need to support its claims for reimbursement under the Child Nutrition Program. District shall retain signature authority on the State agency-school food authority agreement, free and reduced price policy statement and claims for reimbursement.
- 14.3 The FSMC will provide monthly and other reports to the District, which describes operating costs, meals per labor hour, meals served, etc.
- 14.4 The FSMC shall bill the District for the actual direct costs of operation incurred at the close of each month of program operation. **Such current payments will only be made to the extent a balance is available in the food service accounts.**
- 14.5 The District shall make payment within ten (10) days to the FSMC for the direct costs of operation plus management fee, after submission of an invoice.
- 14.6 The FSMC shall maintain records to support all allowable expenses appearing on the monthly operating statement in an orderly fashion according to expense categories.
- 14.7 The FSMC shall maintain such records (supported by invoices, receipts or other evidence) as the District will need to meet monthly reporting responsibilities and shall submit monthly operating statements in a format approved by the District no later than the 10<sup>th</sup> calendar day succeeding the month in which services were rendered; participation records shall be submitted no later than the 10<sup>th</sup> calendar day succeeding the month in which services were rendered. Reimbursement for direct

expenses will only be allowed if previously included in the original or amended budget submitted to the district. The FSMC shall provide the District with a year-end statement.

- 14.8** The District shall designate by name and title the employee whose responsibility it shall be to supervise and audit all financially related operations of the FSMC. The audit shall be performed annually, and at the expense of the District.
- 14.9** Books and records of the FSMC pertaining to the school feeding operations shall be available at the District for a period of three (3) years from the end of the fiscal year to which they pertain, for inspection and audit by either State, or Federal representatives and auditors. In instances where audit findings have not been resolved, the records must be retained beyond the 3-year period until resolution of the issues raised by the audit.
- 14.10** No payment shall be made for meals that are spoiled or unwholesome at time of delivery or do not otherwise meet the requirements of the contract. The District will establish a reporting mechanism for record keeping of credits, if applicable.
- 14.11** Allowable costs will be paid from the nonprofit school food service account to the FSMC net of all discounts, rebates and other applicable credits accruing to or received by the FSMC or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority.
- 14.12** The FSMC must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification. The FSMC's determination of its allowable costs must be made in compliance with the applicable USDA and Program regulations and Office of Management and Budget cost circulars. The FSMC must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the SFA for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. The frequency of reporting this information is subject to negotiation, monthly reports are preferred, but no less frequently than annually. The FSMC must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract. The FSMC must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, The State agency, or the USDA.

## **SECTION XV – Licenses, Fees, Taxes**

- 15.1** The District shall obtain and post all applicable health permits for its facilities and assure that all State and local regulations are being met by the FSMC preparing or serving meals at a SFA facility.
- 15.2** The FSMC shall comply with all health and safety regulations required by Federal, State or local law and shall have State or local health certification for any facility outside the District in which it proposes to prepare meals or meal components and the FSMC shall maintain this health certification for the duration of the contract. The FSMC must meet all applicable State and local health regulations in preparing and serving meals at the SFA facility.
- 15.3** The FSMC shall comply with all building rules and regulations.

## **SECTION XVI – Performance & Proposal Bond**

- 16.1** As a condition to entry into this contract, the successful vendor shall provide to the district a performance bond equaling the annual sales of the program. This performance bond will guarantee the vendor's faithful performance. For the successful contractor, the performance bond is required annually, in each year of the contract, to be submitted to the Business Office no later than July 15<sup>th</sup>, each year.
- 16.2** FSMC shall provide a cashier's check or bid bond in the amount of \$20,000 which must be included with the proposal. The check will be returned to an unsuccessful FSMC upon award of the contract.

## **SECTION XVII –Insurance**

**The FSMC shall maintain for the life of the Contract the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the State of Connecticut with a rating by AM Best of "A" or better. A certificate of insurance indicating these amounts must be submitted at the time of award.**

- 17.1** Comprehensive General Liability – includes coverage for:

- a. Premises-Operations
- b. Products/Completed Operations
- c. Contractual Insurance
- d. Broad Form Property Damage
- e. Independent Contractors
- f. Personal Injury
- g. Employee Dishonesty

\$1,000,000 Combined Single Limit

- 17.2** Automobile Liability

\$1,000,000 combined Single Limit

- 17.3** Worker's Compensation and Employer's Liability

- a. Worker's compensation – Statutory
- b. Employer's Liability - \$500,000

- 17.4** The Stratford Board of Education and the Town of Stratford shall be additional named insured's on Comprehensive General Liability, Auto, and Workers' Compensation (Employer's Liability Only) policies.

- 17.5** The contract of insurance shall provide for notice to the District of cancellation of insurance policies thirty (30) days before such cancellation is to take effect.

- 17.6** The FSMC shall defend, save harmless and indemnify the Town of Stratford and Stratford Public Schools, its officers, agents, employees and assigns from any damages resulting from any challenge to the legality of the bid process or any of the documents used here, including, but not limited to, the Request For Proposal, and Purchase, Lease/Purchase or Contract Agreements. In addition, the FSMC agrees to indemnify and hold harmless the Board, the Town of Stratford and each of their respective members, employees, officers and agents from and against any claims, demands, losses, costs or liabilities for personal injury or property damage or any other loss which may result from the FSMC's performance or lack of performance of the Contract. Such "losses" shall include all reasonable attorney's fees and costs incurred in the representation of the Board, the Town, or any of their respective members, officers, employees or agents in any suit or claim arising from the FSMC's performance or lack of performance of the Contract or arising from the enforcement of this provision.

## **SECTION XVIII – Contract Term, Renewal and Termination**

- 18.1** The Contract will be for a period of one year (beginning July 1, 2014 and ending June 30, 2015) with the option for four (4) additional (1) one-year renewals. The contract cannot be assigned or otherwise transferred or conveyed by either party without the written consent of the other. The contract may be extended by the District and the FSMC under the rules and regulations prescribed by the Commissioner of Education and Federal regulations, as prescribed by the United States Department of Agriculture.
- 18.2** Terms of the actual agreement with the successful FSMC will be developed through negotiation and shall be consistent with the rights reserved by the District as described herein.
- 18.3** The District or the FSMC may terminate the contract, for cause, including the FSMC's noncompliance with contract terms by giving sixty (60) days written notice by registered/return receipt requested mail.
- 18.4** Neither the FSMC nor the District shall be responsible for any losses if the fulfillment of the terms of the contract should be delayed by wars, acts of public enemies, strikes, fires, floods, act of God, or any acts not within the control of either the FSMC or the District, and which by the exercise of due diligence it is unable to prevent.
- 18.5** The Meal Equivalency Rate used in the contract shall be adjusted annually and must be set no lower than the current free lunch reimbursement rate plus the per meal commodity foods reimbursement.
- 18.6** If both parties agree to a contract renewal, the parties will work together to gather and complete all required documents for submission. The District will be responsible for submitting all contract renewal documents to the Connecticut State Department of Education.
- 18.7** Recovery of prior year FSMC unreimbursed amounts from current year Food Service Program surpluses is not allowed.

## **SECTION XIX – Special and General Conditions**

- 19.1** The FSMC will comply with any Special and General Conditions attached hereto and in all respects made a part of this Request for Proposal. The RFP is incorporated and made a part of the Contract. In the event of a conflict between the terms of the Contract and the RFP, the terms of the contract shall prevail.
- 19.2** The FSMC shall adhere to all applicable laws, especially all Pure Food laws, and all related regulations prescribed by the Federal Government, the State of Connecticut, and the local Department of Health. The FSMC will comply with the rules and regulations as set up by the District and with State and/or Town Laws, etc., covering and controlling food services at the facilities.
- 19.3** The FSMC must examine kitchens, cafeterias, receiving and storing areas where services are to be provided. Inspections of the sites should be arranged through the Stratford business office.
- 19.4** The FSMC shall provide catering service, at mutually agreed upon prices, for District functions when requested.
- 19.5** No alterations, changes or improvements shall be made to the areas granted to the FSMC without obtaining prior written permission of the District with the final decision as to the alterations, changes or improvements reserved solely for the District.

- 19.6** Any silence, absence or omission from these specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail, and that only material (food, supplies, etc.) and workmanship of a quality that would normally be specified by the SFA are to be used.

## **SECTION XX – Acceptance of Proposals and Awards**

**It is the intent of the District to accept the proposal that will best promote the public interest and is most advantageous to the District. The following criteria will be used in evaluating all proposals:**

- 20.1** The quality of food service program and service to be provided shall include but not be limited to the twenty-one (21) day menu and menu format.
- 20.2** The demonstrated ability and experience of the FSMC to perform under the terms and conditions of the RFP.
- 20.3** Concepts of service and programs offered by the FSMC that will complement and enhance the school food service program.
- 20.4** The financial stability of the FSMC.
- 20.5** Corporate capability and experience. We will consider the corporate capability and experience as measured by performance record, years in the industry, relevant experience, number of districts served, client retention and satisfaction, and references.
- 20.6** The qualifications and experience of the FSMC management personnel that are to be assigned to the public schools including resumes.
- 20.7** The FSMC demonstration of having a complete understanding of the District's Food Service Program and its service requirements.
- 20.8** Evidence of training programs for both management and hourly food service employees.
- 20.9** Evidence of a Nutrition Education/Awareness Program.
- 20.10** Evidence of a comprehensive food handling, housekeeping and sanitation program.
- 20.11** Evidence of an on-site, computerized accountability system, including inventory.
- 20.12** Proposed labor staffing patterns.
- 20.13** A marketing program including advertising, promotional and communications segments.
- 20.14** Budgets, financial proformas, including price and portion lists, catering prices and adult meal prices.
- 20.15** Merchandising and presentation programs.
- 20.16** Presentation of three to five year plan for facility and equipment renovation upgrade and reimaging.

## **SECTION XXI – PROPOSAL FORMAT AND CONTENTS**

**Proposals must be concise and in outline format. Pertinent supplemental information should be referenced and included as attachments. All proposals must address the following:**

- 21.1** The Letter of Transmittal should include:

- a. An introduction of the FSMC Company.
- b. The name, address and telephone number of the person to be contacted, along with others who are authorized to represent the company in dealing with the RFP.
- c. An expression of the FSMC's ability and desire to meet the requirements of the RFP.
- d. Any other information not appropriately contained in the proposal itself should also be included.

**21.2** Provide an Executive Summary which:

- a. Briefly describes the FSMC's approach to the proposal and clearly indicates any options or alternatives.
- b. Indicates any requirements that cannot be met by the FSMC.
- c. Highlights the major features of the proposal and identifies any supporting information considered pertinent.
- d. Details the financial parameters of the program.

**In short, the reader should be able to determine the essence of the proposal and generally how well it meets the requirements by reading the Executive Summary.**

**21.3** Experience, References and Service Capability:

- a. Describe the FSMC's experience as managers and consultants of food service operations in general and public schools in particular.
- b. Include a list of similar operations and locations where you are operating school district food service programs (a minimum of three (3) required). List name and phone number of the district manager capable of commenting on your firm's performance. Also include a list of lost accounts and the reason for such during the last five years.
- c. Include a resume or listing of your requirements for the proposed Resident Food Service Director for the District.
- d. Include the resume and background of person who will supervise the work of the Resident Manager and how your company will ensure the best performance.
- e. Include a table of company organization and a plan for the management, supervision and staffing proposed under this contract.
- f. Describe your company's plan to recruit and retain qualified personnel, including (but not limited to) bonuses, awards, and/or contests, incentives, etc.
- g. Company organization including all positions that are non-school based.

**21.4** Financial Condition

Provide data to indicate the financial condition of the company. Provide an audited financial statement for the last three (3) years.

**21.5** Accounting and Reporting Systems

- a) Describe complete accounting procedures you would use for:
  1. Inventory Control
  2. Method of recording, checking and reporting sales
  3. Internal control of cash handling
  4. Internal audit systems
  5. All regular accounting forms used with detailed explanations
  6. All regular reports used with detailed explanations

- b) Provide examples of the reports you will provide the District and the frequency of each. List other assistance you will provide the District (and costs, if extra).

**21.6 Personnel Management and Training**

- a) Describe your company's personnel management philosophy, particularly regarding resident managers and their relationship to existing staff?
- b) Describe training and development programs you will provide for employees and management personnel.
- c) Explain how your firm attempts to improve employee morale and reduce turnover.
- d) Explain how your firm attempts to improve employee evaluation (include forms) and disciplinary action methods.
- e) Description of proposed benefits package for employees.

**21.7 Innovation and Promotion of the School Lunch Program**

- a) How would your lunch program in the District differ from current operations? Describe the costs and benefits of your proposed changes.
- b) Describe how you would implement changes. Include a staffing model if different from current staffing.
- c) How would you involve employees to use their expertise and experience in making future innovations?
- d) Provide examples of intended service and merchandising programs.
- e) What is your philosophy regarding promotion (increasing awareness and participation) of the school lunch program? How would you implement this philosophy in our District?

**21.8 Involvement of Students, Staff and Patrons**

What is your philosophy and plan regarding involvement of students, teachers, building administrators and parents in program evaluation and selection of menus, discussion of nutritional issues, etc.? Give examples, by client, of your efforts and results.

**21.9 Menu Selection Use of Commodities, Food Quality and Portion Size**

- a) Describe your philosophy for each of the following:
  - 1. Menu selection (include menus you will implement)
  - 2. Use of commodity food
  - 3. Food Quality
  - 4. Portion Quantities
- b) Actual menus to be implemented.
- c) Provide a listing of a la carte items and proposed prices.

**21.10 Cost Information**

- a) List and describe any and all costs to the District for any management fees to be charged, flat rate or on a per meal basis, for profit, overhead and other off-site costs not otherwise paid by the District.
- b) If consulting services are not covered in management fees, list those services along with the extra charges.
- c) List payment terms and arrangements.

- d) Complete budgeted financial forms provided in Schedule E and make sure a summary of the following is included.
  - 1. Financial Budget Projections
  - 2. Income Summary
  - 3. Labor cost summary: Management/Administrative/Clerical
  - 4. Individual School Labor Cost Summary
  - 5. Miscellaneous Expense Summary

#### **21.11 Performance & Proposal Bond**

Provide a surety letter of intent or equal from a bonding company which demonstrates your company's ability to acquire a performance bond for the amount of the contract should it be awarded.

In the past contractors were asked to provide a copy of the contract that they proposed be used. After USDA clarification this is no longer allowed. While negotiating contract terms is acceptable, potential contractors are not permitted to draft contract terms and conditions. Per USDA guidance this position is consistent with Sections 3016.36(b) and 3016.60(b).

#### **21.13 Submission of Proposal**

- a) Portions of the proposal shall be submitted on the blank financial forms provided by the District.
- b) Clarification of interpretation must be made to the District prior to submission of a proposal.

## **SECTION XXII – EVALUATION OF PROPOSALS**

### **22.1 Proposal Evaluation Criteria**

Each proposal will be evaluated by a committee against the following criteria with assigned weights as indicated. Each area of the evaluation should be addressed in detail in the proposal.

<b><u>Weight</u></b>	<b><u>Criteria</u></b>
30 points	Experience, References and Service Capability
5 points	Accounting and Reporting Systems
15 points	Financial Condition
15 points	Personnel Management and Training
15 points	Innovation, Promotion, Marketing and Merchandising of the School Lunch Program
5 points	Involvement of Student, Staff, Patrons and the community
10 points	Menus, Concepts of Service, Commodities, Food Quality & Portion Size
5 points	Recommended Staffing

### **22.2 Oral Presentation**

An oral presentation by an FSMC to supplement a proposal may be required. These presentations, if required, will be scheduled by the District subsequent to the receipt of proposals and prior to the award.

### **22.3 Proprietary Information**

The FSMCs are requested to mark any specific information contained in their proposal, which is not to be disclosed to the public, or issued for purposes other than the evaluation of the proposals. Pricing and service elements of the successful proposal will not be considered proprietary.

### **22.4 Site Visits to Proposers**

Site visits to FSMC sites will be scheduled as required.

**SCHEDULE..... A**  
**COST RESPONSIBILITY SURVEY**

<b>FOOD</b>	<b>FSMC</b>	<b>DISTRICT</b>
Food Purchasing	X	
Processing of Invoices	X	
Payment of Invoice	X	
USDA Administrative Charges	X	
USDA Processing Charges	X	
USDA Delivery Charges	X	
<b>LABOR</b>	<b>FSMC</b>	
	<b>EMPLOYEES</b>	
Payment of Hourly Regular Full-Time Wages	X	
Payroll Taxes of Hourly Employees	X	
Fringe Benefits and Insurance of Hourly Employee	X	
Preparation of Hourly Employees Payroll	X	
Processing of Hourly Employees Payroll	X	
Workers' Compensation for Hourly Employees	X	
<b>ADDITIONAL ITEMS</b>		
China/Silver/Glassware – Original Purchase to Inventory Level Required for Operation		XX
China/Silver/Glassware – Replacement During Operation	X	
Telephone – Local	X	
Telephone – Long Distance	X	
Removal of Trash and Garbage from Kitchen		XX
Removal of Trash and Garbage from Premises		XX
Replacement of Expendable Equipment (Pots, Pans, etc.)	X	
Replacement of Non-Expendable Equipment		XX
Products and Public Liability Insurance	X	
Cost of Repairing Equipment		XX
Uniforms	X	
Ticket Printing	X	
Local Travel (Intra-District and Banking Reimbursement)	X	

**Schedule A (cont.)**

**SCHEDULE... A  
COST RESPONSIBILITY SURVEY**

<b>SUPPLIES</b>	<b>FSMC</b>	<b>DISTRICT</b>
Detergent and Cleaning Supplies	X	
Paper Supplies	X	
Menu Paper and Printing	X	
Postage	X	
Taxes/Licenses	X	
Pest control		XX
Utilities		XX
 <b>CLEANING</b>		
Ceiling, Light Fixtures and Fans		XX
Dishwashing	X	
Equipment	X	
Hoods		XX
Floors		XX
Rest Rooms		XX
Vent from Hoods to Outside		XX
Walls		XX
Kitchen/Serving Area Equipment	X	
Cafeteria/Serving Area Equipment		XX
Dining Area/Tables and Chairs		XX

**SCHEDULE... B**  
**PROCUREMENT SPECIFICATIONS**

**MINIMUM REQUIREMENTS**

Dairy Products	Grade A
Meat	USDA Grade Choice
Fish	U.S. Government Inspected
Poultry	USDA Grade A
Canned Fruit & Vegetables	U.S. Grade A Choice
Fresh Fruits & Vegetables	U.S. No. 1 Grade
Frozen Fruit & Vegetables	USDA Grade A
Bread	Packaged bread and buns to be Manufacturer's dated for freshness
Milk	Grade A
Ice Cream	Grade A

**SCHEDULE... C**  
**PRICE LIST 2013 – 2014**

**Elementary Schools**

Lunch Price  
Reduced Lunch  
Milk

**Middle School**

Lunch Price  
Reduced Lunch  
Milk

**High School**

Breakfast Price  
Lunch Price  
Reduced Lunch  
Milk

**Adults**

Lunch Price  
Milk

**SCHEDULE... D**  
**ENROLLMENT/SERVING TIMES**

**REVISED 12/2013**

<b>SCHOOL</b>	<b>ENROLLMENT</b>	<b>FREE</b>	<b>REDUCED</b>
Stratford High School	1027	320	104
Bunnell	1136	301	120
Wooster	530	181	56
Flood	574	183	87
Johnson	472	104	44
Chapel	561	204	55
Franklin	315	169	39
Honeyspot	224	51	17
Lordship	237	95	20
Nichols	432	151	47
Second Hill Lane	700	234	80
Whitney	517	112	41
Wilcoxson	380	95	36
<b>TOTAL:</b>	<b>7105</b>	<b>2217</b>	<b>746</b>

## BREAKFAST START TIMES

Stratford High School	7:20
Bunnell High School	7:20
Wooster Middle School	8:00 – 8:15
Flood Middle School	7:50 – 8:15
Johnson House	8:30
Chapel Street School	8:30
Franklin School	8:30
Honeyspot House	8:30
Birdseye ALPHA	7:45
Lordship School	8:30
Nichols School	7:30 Walkers 8:00 Bus
Second Hill Lane	8:15
Eli Whitney	7:50 – 7:55
Wilcoxson School	8:30

**Lunch Times****Starting and Ending Times**

Stratford High School	11:05 to 12:28
Bunnell High School	11:05 to 12:28
Wooster Middle School	11:45 to 12:55
Flood Middle School	11:45 to 12:58
Johnson House	11:05 to 1:20
Chapel Street School	10:30 to 11:00 Kindergarten 11:10 to 12:35
Franklin School	10:50 to 1:40
Honeyspot House	11:45 to 1:20
Lordship School	11:00 to 12:40
Nichols School	10:40 to 1:00
Second Hill Lane	10:45 to 1:20
Eli Whitney	10:35 to 1:25
Wilcoxson School	10:55 to 1:10

**SCHEDULE... E**  
**FINANCIAL SCHEDULES**  
**OPERATING STATEMENT**

**PROJECTED REVENUE**

**Cafeteria Sales: (Lunch)**

**Student Paid Meals:**

\_\_\_\_ Elementary Schools @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_ Middle School @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_ High School @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Student Reduced Price: \_\_\_\_ District-Wide @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**Student A la Carte:**

Adult Lunches: @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**Adult A la Carte:**

**Cafeteria Sales: (Breakfast)**

**Student Paid Meals:**

\_\_\_\_ Elementary Schools @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_ Middle School @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_ High School @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Student Reduced Price \_\_\_\_ District-Wide @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**Special Functions:**

Bank Interest: \$ \_\_\_\_\_

Other Income \$ \_\_\_\_\_

Other Income \$ \_\_\_\_\_

**Subtotal Sales** \$ \_\_\_\_\_ (A)

**Anticipated Reimbursement Federal & State: (Lunch)** @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_ District-wide Paid Meals @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_ Reduced Price @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_ Free @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**Subtotal Lunch Reimbursement** \$ \_\_\_\_\_ (B)

**Anticipated Reimbursement Federal & State: (Breakfast)**

\_\_\_\_ District-wide Paid Meals @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_ Reduced Price @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_ Free @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**Subtotal Breakfast Reimbursement** \$ \_\_\_\_\_ ©

**Total Income (A+B+C)** \$ \_\_\_\_\_

**Schedule E (cont.)**

**PROJECTED EXPENSES**

**Food**

Student Lunches \_\_\_\_\_ Meals @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Student Breakfast \_\_\_\_\_ Meals @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Adult Lunches _____ Meals	@ \$ _____ =	\$ _____
Employee Lunches _____ Meals	@ \$ _____ =	\$ _____
District-wide A la Carte		\$ _____
Special Functions		\$ _____
USDA Processing Charges		\$ _____
USDA Commodity Value		\$ _____

**Net Food Cost**                      \$ \_\_\_\_\_ (D)

**LABOR**

Hourly Wages: (Employee schedules, work hours and rates of pay must be attached.)

Administration/Clerical	\$ _____
Food Service Workers	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____

Salaries: (Employee schedules, work hours and rates of pay must be attached.)

Management	\$ _____
Other: _____	\$ _____

**Other Payroll Costs:**

Employee Fringe Benefits                      \$ \_\_\_\_\_

**OTHER EXPENSES**

Auto Allowance	\$ _____
Cafeteria Supplies (paper, cleaning, etc.)	\$ _____
Commodity Delivery	\$ _____
General support and administrative expense	\$ _____
Depreciation	\$ _____
Equipment Rental	\$ _____
Insurance	\$ _____
Menu/Ticket Printing	\$ _____
Office Supplies	\$ _____
Performance Bond	\$ _____
Physicals	\$ _____
Promotions	\$ _____
Replacements	\$ _____
Stationery/Postage	\$ _____
Telephone	\$ _____
Uniforms/Laundry	\$ _____
Manuals	\$ _____
Miscellaneous	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____

**Total Other Expenses**                      \$ \_\_\_\_\_ (E)

**MANAGEMENT FEE**

Flat Rate                      \$ \_\_\_\_\_

OR (F)

Cents Per Meal (Complete Calculation Below) \$ \_\_\_\_\_

Cents Per Meal Calculation:

\*Student Annualized Meals \_\_\_\_\_ @\$ \_\_\_\_\_ =Total Management Fee \$ \_\_\_\_\_

**Total number of reimbursable meals**

\*\*Annualized A la Carte

Meal Equivalent = The total \$ value of a la carte and Adult meals divided by the (Current free lunch reimbursement rate + per meal commodity foods reimbursement)  
= \_\_\_\_\_

**EXPENSE TOTAL** \$ \_\_\_\_\_  
(C+D+E+F)

**PROFIT/LOSS (SUBSIDY)** \$ \_\_\_\_\_

\*Student Annualized Meals = the number of Reimbursable meals + ((the \$ amount of adult and a la carte sales) divided by (the Current free lunch reimbursement rate + the per meal commodity foods reimbursement)).

\*\*In accordance with Section 18.6 of this RFP the Meal Equivalency Rate used in the contract shall be adjusted annually and must be set no lower than the current free lunch reimbursement rate plus the commodity foods reimbursement rate.

## Schedule E (cont.)

### SUMMARY

1. Projected annual subsidy by board not to exceed the amount of \$ \_\_\_\_\_
  
2. Are labor cuts anticipated/factored into this proposal? YES NO
  
3. Is the price of the student lunch increased? YES NO
  
4. Are the prices for Ala Carte items changed? YES NO
  
5. Have you made a physical inspection of all school facilities and found all facilities and equipment to be satisfactory? YES NO
  
6. Identify any clauses or conditions that would change the bottom line.
  
7. Identify and include a prioritized listing of any major new equipment you feel is desirable for this contract.
  
8. What would you suggest in dealing with competitive food sales through school stores?

*State the percent and amount of increase in the management and administrative fees or indicate if your company chooses to use the consumer price index:*

CPI \_\_\_\_\_ (yes or no)

If no then fill out the following:

Year 2	_____ %	\$ _____
Year 3	_____ %	\$ _____
Year 4	_____ %	\$ _____
Year 5	_____ %	\$ _____

## SCHEDULE F

### REIMBURSEMENTS RATES TO BE USED BY ALL FSMC'S:

The following are the reimbursement rates to be used in completing Schedule E:

1. Federal Reimbursement Rates (Reimbursable Meals):

**National School Lunch Program** (State ID 20560 and Federal CFDA No. 10.555)

	<u>Regular Rates</u>	<u>Severe Need Rates*</u>
Paid	.28	.30
Reduced	2.53	2.55
Free	2.93	2.95

\*In districts participating in the National School Lunch Program with 60 percent or more free and reduced participation during the second prior year.

2. **School Breakfast Program**

	<u>Regular Rates</u>	<u>Severe Need Rates*</u>
Paid	.28	.28
Reduced	1.28	1.59
Free	1.58	1.89

\*Severe Need Rates are available to schools where, in the second prior year, 40 percent or more of the students received lunches free or at a reduced price.

3. **After-School Snack Program**

	<u>Rate</u>
Paid	.0700
Reduced	.4000
Free	.8000

4. State Reimbursement Rates (Reimbursable Meals):

All Meals [State Match Payments (Includes free, reduced-price and paid reimbursable meals)]

5. Six Cents Certification: \$0.06

6. Commodity Entitlement Per Reimbursable Meal: \$0.2325

7. Healthy Food Certification: *Districts that opt to implement healthy food certification (HFC) receive an additional 10 cents per lunch, based on the total number of reimbursable lunches (paid, free and reduced) served in the district in the prior school year.*

## ADDENDA



## Certificate of Independent Price Determination

Both the school food authority and the Food Service Management Company (offeror) shall execute this Certificate of Independent Price Determination.

\_\_\_\_\_  
Name of Food Service Management Company

\_\_\_\_\_  
Name of school Food Authority

**(A) By submission of this offer, the offeror certifies and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:**

- (1) The prices in this offer have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this offer has not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening in the case of an advertised procurement, or prior to award in the case of a negotiated procurement, directly or indirectly to any other offeror or to any competitor; and
- (3) No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit, an offer for the purpose of restricting competition.

**(B) Each person signing this offer on behalf of the Food Service Management Company**

Certifies that:

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

**To the best of my knowledge, this Food Service Management Company, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:**

\_\_\_\_\_  
Signature of Food Service Management Company's Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature of School Food Authority's Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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

**CERTIFICATION REGARDING LOBBYING**

---

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds.

---

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, or an employee of a Member of Congress 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, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", 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 subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

---

Name/Address of Organization

---

Name/Title of Submitting Official

---

Signature

---

Date

FSMC Guidance for SFAs – June 1995  
Appendix F – Lobbying Certification

**DISCLOSURE OF LOBBYING ACTIVITIES**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure.)

<p><b>1. Type of Federal Action:</b> _____</p> <p>a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance</p>	<p><b>2. Status of Federal Action:</b> _____</p> <p>a. Bid/offer/application b. Initial award c. Post-award</p>	<p><b>3. Report Type:</b> _____</p> <p>a. Initial filing b. Material change <b>For Material Change Only:</b> Year _____ Quarter _____ Date of Last Report _____</p>
<p><b>4. Name and Address of Reporting Entity:</b> _____ Prime _____ Subawardee Tier _____, if known</p> <p>Congressional District, if known: _____</p>	<p><b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b></p> <p>Congressional District, if known: _____</p>	
<p><b>6. Federal Department/Agency:</b></p>	<p><b>7. Federal Program Name/Description:</b></p> <p>CFDA Number, if applicable: _____</p>	
<p><b>8. Federal Action Number, if known:</b></p>	<p><b>9. Award Amount, if known:</b> \$ _____</p>	
<p><b>10. a. Name and Address of Lobbying Entity:</b> (if individual, last name, first name, middle)</p> <p>(Attach Continuation Sheet(s))</p>	<p><b>10. b. Individuals Performing Services</b> (including address if different from No. 10,a.) (last name, first name, middle)</p> <p>SF-LLL-A if Necessary)</p>	
<p><b>11. Amount of Payment (check all that apply):</b> \$ _____</p> <p>_____ Actual _____ Planned</p>	<p><b>13. Type of payment (check all that apply):</b></p> <p>___ a. retainer ___ b. one-time fee ___ c. commission ___ d. contingent fee ___ e. deferred ___ f. other; specify: _____</p>	
<p><b>12. Form of Payment (check all that apply):</b></p> <p>___ a. cash ___ b. in-kind; specify: Nature _____ Actual _____</p>		
<p><b>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) contracted for Payment indicated in Item 11:</b></p> <p>(Attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>		
<p><b>Are Continuation Sheet(s) SF-LLL-A Attached:</b> Yes _____ (Number _____) No _____</p>		
<p><b>16. Information requested through this form is authorized by Title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 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.</b></p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone: _____</p> <p>Date: _____</p>	
<p><b>Federal Use Only:</b> _____ <b>Authorized for Local Reproduction Standard Form - LLL</b></p>		

SF-LLL

**DISCLOSURE OF LOBBYING ACTIVITIES  
CONTINUATION SHEET  
SF-LLL-A**

Reporting entity: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

**This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use of SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. 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 subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1<sup>st</sup> tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) Number, 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 entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check all that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check all that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contracted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached. List number of sheets if yes.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 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 (0348-00046), Washington, D.C. 20503.

# U.S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, Ineligibility  
and Voluntary Exclusion – Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension. 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS OF REVERSE)

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Organization Name

PR/Award Number or Project Name

---

Name and Title(s) of Authorized Representative(s)

---

Signature(s)

Date

**Form AD-1048 (1/92)**

FSMC Guidance for SFAs – June 1995  
Appendix –E – Debarment/Suspension

## Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and /or debarment.

Form AD-1048 (1/92)

FSMC Guidance for SFAs – June 1995  
Appendix E – Debarment/Suspension

**CLEAN AIR AND WATER CERTIFICATE**

Applicable if the contract exceeds \$100,000 or the Contracting Officer has determined that the orders under an indefinite quantity contract in anyone year will exceed \$100,000 or a facility to be used has been the subject of a conviction under the Clean Air Act (41 U.S.C. 1857c-8©(1) or the Federal Water Pollution Control Act 33 1319(d) and is listed by EPA or the contract is not otherwise exempt. Both the School Food Authority (SFA) and Food Service Management Company (offeror) shall execute this Certificate.

NAME OF FOOD SERVICE MANAGEMENT COMPANY \_\_\_\_\_ NAME OF SCHOOL FOOD AUTHORITY \_\_\_\_\_  
THE FOOD SERVICE MANAGEMDNT COMPANY AGREES AS FOLLOWS:

- A To comply with all the requirements of Section 114 of the Clean Air Act, as amended (41 U.S.C. 1857, et seq., as amended by Public Law 91-604) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251, et seq., as amended by Public Law 92-500), respectively, relating to inspection, monitoring, entry, reports and information as well as other requirements specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued thereunder before the award of this contract.
- B That no portion of the work required by this prime contract will be performed in a facility listed on the Environmental Protection Agency List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing.
- C To use his/her best efforts to comply with clean air standards and clean water standards at the facilities in which the contract is being performed.
- D To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph.

THE TERMS IN THIS CLAUSE HAVE THE FOLLOWING MEANINGS:

- A The term "Air Act" means the Clean Air Act, as amended (41 U.S.C. 1957 et seq., as amended by Public Law 91-604).
- B The term "Water Act" means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq., as amended by Public Law 92-500).
- C The term "Clean Air Standards" means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in section 110(d) of the Clean Air Act (42 U.S.C. 1957c-5(d)), an approved implementation procedure or plan under Section 111© or Section 111(d), respectively, of the Air Act (42 U.S.C. 1857c-6© or (d)), or approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).
- D The term "Clean Air Standards" means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act (33 U.S.C. 1342) or by local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).
- E The term "Compliance" means compliance with clean air or water standards. Compliance shall also mean compliance with a schedule or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency in accordance with the requirements of the Air Act or Water Act and regulations issued pursuant thereto.
- F The term "facility" means any building, plant, installation, structure, mine, vessel, or other floating craft, location or sites of operations, owned, leased or supervised by the Food Service Management Company.

\_\_\_\_\_  
SIGNATURE OF FOOD SERVICE MANAGEMENT COMPANY'S AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF SCHOOL FOOD AUTHORITY'S AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

S A M P L E

ENERGY POLICY AND CONSERVATION ACT  
CONTRACT ADDENDUM

Food

\_\_\_\_\_  
Service Management Company (FSMC) and the School Food Authority

agree to comply with the Energy Policy and Conservation Act (P.L. 94-163) for the duration of the contract.

For: \_\_\_\_\_  
FSMC

For: \_\_\_\_\_  
the Board of Education

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Certification of SFA's Reconciliation of Value of Donated Foods and Results

\_\_\_\_\_ certifies that we are in compliance with  
(School Food Authority)  
USDA's required contract clause, "The SFA shall conduct a reconciliation at least annually (and) upon termination of the Agreement) to ensure that the FSMC has credited it for the value of all donated foods received for us in the SFA's food service in the school year, including, in accordance with the requirements in 7 CFR 250.51(a), the value of donated foods contained in processed end products.", and

Results of reconciliation (Dollar Value of foods received and amount credited by FSMC):

\$ \_\_\_\_\_

Dollar value of donated foods

\$ \_\_\_\_\_

Dollar value credited by FSMC

\_\_\_\_\_

Date of Reconciliation

For: \_\_\_\_\_

FSMC

For: School Food Authority listed above

\_\_\_\_\_  
Signature

\_\_\_\_\_  
SFA's Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Connecticut State Department of Education  
 Office of Child Nutrition  
 25 Industrial Park Road  
 Middletown, CT 06457-1543

Phone: (860) 807-2078  
 Fax: (860) 807-2084

### NSLP Claim Recap

Other charges or credits may be included with this payment amount on the corresponding check.

Claim Information				
Sponsor Name	Agreement Number	Month Claimed	Rev No.	Ref No.
Stratford School Lunch	13800	09/01/2012	0	97134

**Lunch**

Meal Type	Meals	Rate	Reimbursement
Paid	30,041	0.2700	\$8,111.07
Free	28,937	2.8600	\$82,759.82
Reduced	9,170	2.4600	\$22,558.20
<b>Total</b>	<b>68,148</b>	<b>N/A</b>	<b>\$113,429.09</b>

**Breakfast**

Meal Type	Meals	Rate	Reimbursement
Paid	1,206	0.2700	\$325.62
Free	1,950	1.5500	\$3,022.50
Reduced	542	1.2500	\$677.50
<b>Total</b>	<b>3,698</b>	<b>N/A</b>	<b>\$4,025.62</b>

**Special Milk**

Meal Type	Meals	Rate	Reimbursement
Paid	273	0.1925	\$52.55
Free	80	0.2400	\$19.20
Reduced	N/A	N/A	N/A
<b>Total</b>	<b>353</b>	<b>N/A</b>	<b>\$71.75</b>

**Breakfast SN**

Meal Type	Meals	Rate	Reimbursement
Paid	2,484	0.2700	\$670.68
Free	8,780	1.8500	\$16,243.00
Reduced	1,392	1.5500	\$2,157.60
<b>Total</b>	<b>12,656</b>	<b>N/A</b>	<b>\$19,071.28</b>

<b>Claim Total</b>	<b>\$136,597.74</b>
--------------------	---------------------

Claim Reimbursement Totals		
Description	Previous Reimbursement	Reimbursement Total
<b>Claim Total</b>	<b>\$0.00</b>	<b>\$136,597.74</b>

Site Meal Totals

Connecticut State Department of Education  
 Office of Child Nutrition  
 25 Industrial Park Road  
 Middletown, CT 06457-1543

Phone: (860) 807-2078  
 Fax: (860) 807-2084

### NSLP Claim Recap

Other charges or credits may be included with this payment amount on the corresponding check.

Claim Information				
Sponsor Name	Agreement Number	Month Claimed	Rev No.	Ref No.
Stratford School Lunch	13800	10/01/2012	0	97645

Lunch	Meals	Rate	Reimbursement
Meal Type			
Paid	37,108	0.2700	\$10,019.16
Free	32,916	2.8600	\$94,139.76
Reduced	10,221	2.4600	\$25,143.66
<b>Total</b>	<b>80,245</b>	<b>N/A</b>	<b>\$129,302.58</b>

Breakfast	Meals	Rate	Reimbursement
Meal Type			
Paid	1,574	0.2700	\$424.98
Free	2,494	1.5500	\$3,865.70
Reduced	641	1.2500	\$801.25
<b>Total</b>	<b>4,709</b>	<b>N/A</b>	<b>\$5,091.93</b>

Snack Prov < 50%	Meals	Rate	Reimbursement
Meal Type			
Paid	505	0.0700	\$35.35
Free	213	0.7800	\$166.14
Reduced	159	0.3900	\$62.01
<b>Total</b>	<b>877</b>	<b>N/A</b>	<b>\$263.50</b>

Special Milk	Meals	Rate	Reimbursement
Meal Type			
Paid	362	0.1925	\$69.69
Free	122	0.2700	\$32.94
Reduced	N/A	N/A	N/A
<b>Total</b>	<b>484</b>	<b>N/A</b>	<b>\$102.63</b>

Breakfast SN	Meals	Rate	Reimbursement
Meal Type			
Paid	3,626	0.2700	\$979.02
Free	11,448	1.8500	\$21,178.80
Reduced	1,909	1.5500	\$2,958.95
<b>Total</b>	<b>16,983</b>	<b>N/A</b>	<b>\$25,116.77</b>

<b>Claim Total</b>	<b>\$159,877.41</b>
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Connecticut State Department of Education  
 Office of Child Nutrition  
 25 Industrial Park Road  
 Middletown, CT 06457-1543

Phone: (860) 807-2078  
 Fax: (860) 807-2084

### NSLP Claim Recap

Other charges or credits may be included with this payment amount on the corresponding check.

Claim Information				
Sponsor Name	Agreement Number	Month Claimed	Rev No.	Ref No.
Stratford School Lunch	13800	11/01/2012	0	98065

Lunch		Meals	Rate	Reimbursement
Meal Type				
Paid		29,952	0.2700	\$8,087.04
Free		26,403	2.8600	\$75,512.58
Reduced		7,831	2.4600	\$19,264.26
<b>Total</b>		<b>64,186</b>	<b>N/A</b>	<b>\$102,863.88</b>

Breakfast		Meals	Rate	Reimbursement
Meal Type				
Paid		1,160	0.2700	\$313.20
Free		2,049	1.5500	\$3,175.95
Reduced		536	1.2500	\$670.00
<b>Total</b>		<b>3,745</b>	<b>N/A</b>	<b>\$4,159.15</b>

Snack Prov >= 50%		Meals	Rate	Reimbursement
Meal Type				
Paid		0	0.0000	\$0.00
Free		288	0.7800	\$224.64
Reduced		0	0.0000	\$0.00
<b>Total</b>		<b>288</b>	<b>N/A</b>	<b>\$224.64</b>

Snack Prov < 50%		Meals	Rate	Reimbursement
Meal Type				
Paid		508	0.0700	\$35.56
Free		212	0.7800	\$165.36
Reduced		163	0.3900	\$63.57
<b>Total</b>		<b>883</b>	<b>N/A</b>	<b>\$264.49</b>

Special Milk		Meals	Rate	Reimbursement
Meal Type				
Paid		345	0.1925	\$66.41
Free		132	0.2500	\$33.00
Reduced		N/A	N/A	N/A
<b>Total</b>		<b>477</b>	<b>N/A</b>	<b>\$99.41</b> ✓

Breakfast SN		Meals	Rate	Reimbursement
Meal Type				
Paid		2,858	0.2700	\$771.66

Free	9,665	1,8500	\$17,880.25
Reduced	1,485	1,5500	\$2,301.75
<b>Total</b>	<b>14,008</b>	<b>N/A</b>	<b>\$20,953.66</b>

<b>Claim Total</b>	<b>\$128,565.23</b>
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Claim Reimbursement Totals		
Description	Previous Reimbursement	Reimbursement Total
<b>Claim Total</b>	<b>\$0.00</b>	<b>\$128,565.23</b>

Site Meal Totals

**Bunnell High School**

Meal Type	Free	Reduced	Paid	Total
Lunch - Regular	2963	991	4300	8254
Breakfast - Regular	1332	315	611	2258

**Chapel School**

Meal Type	Free	Reduced	Paid	Total
Lunch - Regular	2657	569	2566	5792
Breakfast - Severe Need	1448	195	564	2207

**David Wooster Middle School**

Meal Type	Free	Reduced	Paid	Total
Lunch - Regular	1662	488	2345	4495
Breakfast - Severe Need	865	107	205	1177
ASCS - Regular	135	62	316	513

**Franklin School**

Meal Type	Free	Reduced	Paid	Total
Lunch - Regular	2144	503	1082	3729
Breakfast - Severe Need	1065	164	163	1392
ASCS - Severe Need	288	0	0	288

**Harry B. Flood Middle School**

Meal Type	Free	Reduced	Paid	Total
Lunch - Regular	2158	737	2767	5662
Breakfast - Severe Need	989	242	317	1548
ASCS - Regular	77	101	192	370

**Lordship School**

Meal Type	Free	Reduced	Paid	Total
Lunch - Regular	1251	296	786	2333
Breakfast - Severe Need	937	139	251	1327

**Nichols School**

Meal Type	Free	Reduced	Paid	Total
Lunch - Regular	2334	487	2379	5200
Breakfast - Severe Need	956	128	361	1445

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### NSLP Claim Recap

Other charges or credits may be included with this payment amount on the corresponding check.

Claim Information				
Sponsor Name	Agreement Number	Month Claimed	Rev No.	Ref No.
Stratford School Lunch	13800	12/01/2012	0	98461

Lunch		Meals	Rate	Reimbursement
<b>Meal Type</b>				
Paid		27,739	0.2700	\$7,489.53
Free		25,217	2.8600	\$72,120.62
Reduced		7,486	2.4600	\$18,415.56
<b>Total</b>		<b>60,442</b>	<b>N/A</b>	<b>\$98,025.71</b>

Breakfast		Meals	Rate	Reimbursement
<b>Meal Type</b>				
Paid		1,116	0.2700	\$301.32
Free		2,044	1.5500	\$3,168.20
Reduced		523	1.2500	\$653.75
<b>Total</b>		<b>3,683</b>	<b>N/A</b>	<b>\$4,123.27</b>

Snack Prov >= 50%		Meals	Rate	Reimbursement
<b>Meal Type</b>				
Paid		0	0.0000	\$0.00
Free		268	0.7800	\$209.04
Reduced		0	0.0000	\$0.00
<b>Total</b>		<b>268</b>	<b>N/A</b>	<b>\$209.04</b>

Snack Prov < 50%		Meals	Rate	Reimbursement
<b>Meal Type</b>				
Paid		226	0.0700	\$15.82
Free		101	0.7800	\$78.78
Reduced		76	0.3900	\$29.64
<b>Total</b>		<b>403</b>	<b>N/A</b>	<b>\$124.24</b>

Special Milk		Meals	Rate	Reimbursement
<b>Meal Type</b>				
Paid		318	0.1925	\$61.22
Free		122	0.2500	\$30.50
Reduced		N/A	N/A	N/A
<b>Total</b>		<b>440</b>	<b>N/A</b>	<b>\$91.72</b>

Breakfast SN		Meals	Rate	Reimbursement
<b>Meal Type</b>				
Paid		3,879	0.2700	\$1,047.33

Free	8,894	1.8500	\$16,453.90
Reduced	1,387	1.5500	\$2,149.85
<b>Total</b>	<b>14,160</b>	<b>N/A</b>	<b>\$19,651.08</b>

<b>Claim Total</b>	<b>\$122,225.06</b>
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Claim Reimbursement Totals		
Description	Previous Reimbursement	Reimbursement Total
<b>Claim Total</b>	<b>\$0.00</b>	<b>\$122,225.06</b>

Site Meal Totals

**Bunnell High School**

Meal Type	Free	Reduced	Paid	Total
Lunch - Regular	3036	1004	4117	8157
Breakfast - Regular	1375	300	624	2299

**Chapel School**

Meal Type	Free	Reduced	Paid	Total
Lunch - Regular	2486	592	2243	5321
Breakfast - Severe Need	1430	192	445	2067

**David Wooster Middle School**

Meal Type	Free	Reduced	Paid	Total
Lunch - Regular	1719	525	2242	4486
Breakfast - Severe Need	811	115	146	1072
ASCS - Regular	64	30	140	234

**Franklin School**

Meal Type	Free	Reduced	Paid	Total
Lunch - Regular	1887	461	918	3266
Breakfast - Severe Need	897	137	155	1189
ASCS - Severe Need	268	0	0	268

**Harry B. Flood Middle School**

Meal Type	Free	Reduced	Paid	Total
Lunch - Regular	2167	687	2620	5474
Breakfast - Severe Need	884	210	307	1401
ASCS - Regular	37	46	86	169

**Lordship School**

Meal Type	Free	Reduced	Paid	Total
Lunch - Regular	1143	298	718	2159
Breakfast - Severe Need	860	143	256	1259

**Nichols School**

Meal Type	Free	Reduced	Paid	Total
Lunch - Regular	2279	457	2232	4968
Breakfast - Severe Need	877	124	312	1313

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### NSLP Claim Recap

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Claim Information				
Sponsor Name	Agreement Number	Month Claimed	Rev No.	Ref No.
Stratford School Lunch	13800	01/01/2013	0	98973

Lunch		Meals	Rate	Reimbursement
<b>Meal Type</b>				
Paid		35,606	0.2700	\$9,613.62
Free		32,919	2.8600	\$94,148.34
Reduced		9,719	2.4600	\$23,908.74
<b>Total</b>		<b>78,244</b>	<b>N/A</b>	<b>\$127,670.70</b>

Breakfast		Meals	Rate	Reimbursement
<b>Meal Type</b>				
Paid		1,215	0.2700	\$328.05
Free		2,215	1.5500	\$3,433.25
Reduced		524	1.2500	\$655.00
<b>Total</b>		<b>3,954</b>	<b>N/A</b>	<b>\$4,416.30</b>

Snack Prov >= 50%		Meals	Rate	Reimbursement
<b>Meal Type</b>				
Paid		0	0.0000	\$0.00
Free		387	0.7800	\$301.86
Reduced		0	0.0000	\$0.00
<b>Total</b>		<b>387</b>	<b>N/A</b>	<b>\$301.86</b>

Snack Prov < 50%		Meals	Rate	Reimbursement
<b>Meal Type</b>				
Paid		772	0.0700	\$54.04
Free		410	0.7800	\$319.80
Reduced		196	0.3900	\$76.44
<b>Total</b>		<b>1,378</b>	<b>N/A</b>	<b>\$450.28</b>

Special Milk		Meals	Rate	Reimbursement
<b>Meal Type</b>				
Paid		441	0.1925	\$84.89
Free		130	0.2500	\$32.50
Reduced		N/A	N/A	N/A
<b>Total</b>		<b>571</b>	<b>N/A</b>	<b>\$117.39</b>

Breakfast SN		Meals	Rate	Reimbursement
<b>Meal Type</b>				
Paid		2,898	0.2700	\$782.46

Free	10,430	1.8500	\$19,295.50
Reduced	1,660	1.5500	\$2,573.00
<b>Total</b>	<b>14,988</b>	<b>N/A</b>	<b>\$22,650.96</b>

<b>Claim Total</b>	<b>\$155,607.49</b>
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Claim Reimbursement Totals		
Description	Previous Reimbursement	Reimbursement Total
<b>Claim Total</b>	<b>\$0.00</b>	<b>\$155,607.49</b>

Site Meal Totals

School	Meal Type	Free	Reduced	Paid	Total
<b>Bunnell High School</b>	Lunch - Regular	3428	1120	4670	9218
	Breakfast - Regular	1387	285	640	2312
	<b>Total</b>				
<b>Chapel School</b>	Lunch - Regular	3355	788	3050	7193
	Breakfast - Severe Need	1598	216	507	2321
	<b>Total</b>				
<b>David Wooster Middle School</b>	Lunch - Regular	2319	677	3046	6042
	Breakfast - Severe Need	937	152	173	1262
	ASCS - Regular	251	57	433	741
	<b>Total</b>				
<b>Franklin School</b>	Lunch - Regular	2609	644	1372	4625
	Breakfast - Severe Need	1106	178	200	1484
	ASCS - Severe Need	387	0	0	387
	<b>Total</b>				
<b>Harry B. Flood Middle School</b>	Lunch - Regular	3090	999	3627	7716
	Breakfast - Severe Need	1066	249	373	1688
	ASCS - Regular	159	139	339	637
	<b>Total</b>				
<b>Lordship School</b>	Lunch - Regular	1604	413	873	2890
	Breakfast - Severe Need	1086	185	254	1525
	<b>Total</b>				
<b>Nichols School</b>	Lunch - Regular	2922	576	2937	6435
	Breakfast - Severe Need	949	130	365	1444
	<b>Total</b>				



**Connecticut State Department of Education  
National School Lunch Program**



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REGISTRATION

CLAIMS

CLAIMS

Claim Entry

Claim Inquiry

Payment Summary

CLAIMS

**NSLP Claim Recap**

Other charges or credits may be included with this payment amount on the corresponding check.

Claim Information				
Sponsor Name	Agreement Number	Month Claimed	Rev No.	Ref No.
Stratford School Lunch	13800	02/01/2013	0	99396

Lunch	Meals	Rate	Reimbursement
Meal Type			
Paid	18,175	0.2700	\$4,907.25
Free	18,137	2.8600	\$51,871.82
Reduced	5,260	2.4600	\$12,939.60
<b>Total</b>	<b>41,572</b>	<b>N/A</b>	<b>\$69,718.67</b>

Breakfast	Meals	Rate	Reimbursement
Meal Type			
Paid	722	0.2700	\$194.94
Free	1,426	1.5500	\$2,210.30
Reduced	338	1.2500	\$422.50
<b>Total</b>	<b>2,486</b>	<b>N/A</b>	<b>\$2,827.74</b>

Snack Prov >= 50%	Meals	Rate	Reimbursement
Meal Type			
Paid	0	0.0000	\$0.00
Free	173	0.7800	\$134.94
Reduced	0	0.0000	\$0.00
<b>Total</b>	<b>173</b>	<b>N/A</b>	<b>\$134.94</b>

Special Milk	Meals	Rate	Reimbursement
Meal Type			
Paid	173	0.1925	\$33.30
Free	57	0.2500	\$14.25
Reduced	N/A	N/A	N/A
<b>Total</b>	<b>230</b>	<b>N/A</b>	<b>\$47.55</b>

Breakfast SN	Meals	Rate	Reimbursement
Meal Type			
Paid	1,769	0.2700	\$477.63
Free	5,785	1.8500	\$10,702.25
Reduced	926	1.5500	\$1,435.30

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### NSLP Claim Recap

Other charges or credits may be included with this payment amount on the corresponding check.

Claim Information				
Sponsor Name	Agreement Number	Month Claimed	Rev No.	Ref No.
Stratford School Lunch	13800	03/01/2013	0	99932

Lunch		Meals	Rate	Reimbursement
<b>Meal Type</b>				
Paid		36,263	0.2700	\$9,791.01
Free		33,729	2.8600	\$96,464.94
Reduced		9,306	2.4600	\$22,892.76
<b>Total</b>		<b>79,298</b>	<b>N/A</b>	<b>\$129,148.71</b>

Breakfast		Meals	Rate	Reimbursement
<b>Meal Type</b>				
Paid		1,291	0.2700	\$348.57
Free		2,760	1.5500	\$4,278.00
Reduced		552	1.2500	\$690.00
<b>Total</b>		<b>4,603</b>	<b>N/A</b>	<b>\$5,316.57</b>

Snack Prov >= 50%		Meals	Rate	Reimbursement
<b>Meal Type</b>				
Paid		0	0.0000	\$0.00
Free		419	0.7800	\$326.82
Reduced		0	0.0000	\$0.00
<b>Total</b>		<b>419</b>	<b>N/A</b>	<b>\$326.82</b>

Snack Prov < 50%		Meals	Rate	Reimbursement
<b>Meal Type</b>				
Paid		318	0.0700	\$22.26
Free		164	0.7800	\$127.92
Reduced		97	0.3900	\$37.83
<b>Total</b>		<b>579</b>	<b>N/A</b>	<b>\$188.01</b>

Special Milk		Meals	Rate	Reimbursement
<b>Meal Type</b>				
Paid		342	0.1925	\$65.84
Free		139	0.2500	\$34.75
Reduced		N/A	N/A	N/A
<b>Total</b>		<b>481</b>	<b>N/A</b>	<b>\$100.59</b>

Breakfast SN		Meals	Rate	Reimbursement
<b>Meal Type</b>				
Paid		3,546	0.2700	\$957.42

Free	11,730	1.8500	\$21,700.50
Reduced	1,913	1.6500	\$2,965.15
<b>Total</b>	<b>17,189</b>	<b>N/A</b>	<b>\$25,623.07</b>

<b>Claim Total</b>	<b>\$160,703.77</b>
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Claim Reimbursement Totals		
Description	Previous Reimbursement	Reimbursement Total
<b>Claim Total</b>	<b>\$0.00</b>	<b>\$160,703.77</b>

Site Meal Totals

School	Meal Type	Free	Reduced	Paid	Total
<b>Bunnell High School</b>					
	Lunch - Regular	4104	1299	5442	10845
	Breakfast - Regular	1606	291	630	2527
<b>Chapel School</b>					
	Lunch - Regular	3196	746	3040	6982
	Breakfast - Severe Need	1780	230	641	2651
<b>David Wooster Middle School</b>					
	Lunch - Regular	2435	646	3090	6171
	Breakfast - Severe Need	1194	175	272	1641
	ASCS - Regular	100	22	176	298
<b>Franklin School</b>					
	Lunch - Regular	2529	622	1369	4520
	Breakfast - Severe Need	1312	219	262	1793
	ASCS - Severe Need	419	0	0	419
<b>Harry B. Flood Middle School</b>					
	Lunch - Regular	3046	347	3491	6884
	Breakfast - Severe Need	1106	248	408	1762
	ASCS - Regular	64	75	142	281
<b>Lordship School</b>					
	Lunch - Regular	1522	413	849	2784
	Breakfast - Severe Need	1119	222	255	1596
<b>Nichols School</b>					
	Lunch - Regular	2812	570	2874	6256
	Breakfast - Severe Need	1245	198	480	1923

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### NSLP Claim Recap

Other charges or credits may be included with this payment amount on the corresponding check.

Claim Information				
Sponsor Name	Agreement Number	Month Claimed	Rev No.	Ref No.
Stratford School Lunch	13800	04/01/2013	0	100646

Lunch Meal Type	Meals	Rate	Reimbursement
Paid	41,166	0.2700	\$11,114.82
Free	38,677	2.8600	\$110,616.22
Reduced	11,316	2.4600	\$27,837.36
<b>Total</b>	<b>91,159</b>	<b>N/A</b>	<b>\$149,568.40</b>

Lunch Meal Type	Meals	Rate	Reimbursement
Claimed	91,159	0.0600	\$5,469.54
Adjusted	0	0.0600	\$0.00
<b>Total</b>	<b>91,159</b>	<b>N/A</b>	<b>\$5,469.54</b>

Breakfast Meal Type	Meals	Rate	Reimbursement
Paid	2,405	0.2700	\$649.35
Free	3,569	1.5500	\$5,531.95
Reduced	879	1.2500	\$1,098.75
<b>Total</b>	<b>6,853</b>	<b>N/A</b>	<b>\$7,280.05</b>

Snack Prov >= 50% Meal Type	Meals	Rate	Reimbursement
Paid	0	0.0000	\$0.00
Free	444	0.7800	\$346.32
Reduced	0	0.0000	\$0.00
<b>Total</b>	<b>444</b>	<b>N/A</b>	<b>\$346.32</b>

Snack Prov < 50% Meal Type	Meals	Rate	Reimbursement
Paid	659	0.0700	\$46.13
Free	386	0.7800	\$301.08
Reduced	230	0.3900	\$89.70
<b>Total</b>	<b>1,275</b>	<b>N/A</b>	<b>\$436.91</b>

Special Milk Meal Type	Meals	Rate	Reimbursement
Paid	392	0.1925	\$75.46

Free	154	0.2600	\$40.04
Reduced	N/A	N/A	N/A
<b>Total</b>	<b>546</b>	<b>N/A</b>	<b>\$115.50</b>

Breakfast SN	Meals	Rate	Reimbursement
Meal Type			
Paid	4,713	0.2700	\$1,272.51
Free	15,900	1.8500	\$29,415.00
Reduced	2,622	1.5500	\$4,064.10
<b>Total</b>	<b>23,235</b>	<b>N/A</b>	<b>\$34,751.61</b>

<b>Claim Total</b>	<b>\$197,968.33</b>
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Claim Reimbursement Totals		
Description	Previous Reimbursement	Reimbursement Total
<b>Claim Total</b>	<b>\$0.00</b>	<b>\$197,968.33</b>

Site Meal Totals

Bunnell High School	Free	Reduced	Paid	Total
Meal Type				
Lunch - Regular	4629	1518	6117	12264
Breakfast - Regular	2339	467	1040	3846

Chapel School	Free	Reduced	Paid	Total
Meal Type				
Lunch - Regular	3775	850	3511	8136
Breakfast - Severe Need	2281	264	673	3218

David Wooster Middle School	Free	Reduced	Paid	Total
Meal Type				
Lunch - Regular	2615	744	3357	6716
Breakfast - Severe Need	1456	207	308	1971
ASCS - Regular	259	60	371	690

Franklin School	Free	Reduced	Paid	Total
Meal Type				
Lunch - Regular	2941	716	1549	5206
Breakfast - Severe Need	1454	269	291	2014
ASCS - Severe Need	444	0	0	444

Harry B. Flood Middle School	Free	Reduced	Paid	Total
Meal Type				
Lunch - Regular	3323	1051	3757	8131
Breakfast - Severe Need	1428	328	501	2257
ASCS - Regular	127	170	288	585

Lordship School	Free	Reduced	Paid	Total
Meal Type				

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### NSLP Claim Recap

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Claim Information				
Sponsor Name	Agreement Number	Month Claimed	Rev No.	Ref No.
Stratford School Lunch	13800	05/01/2013	0	100998

Lunch Meal Type	Meals	Rate	Reimbursement
Paid	42,371	0.2700	\$11,440.17
Free	39,637	2.8600	\$113,361.82
Reduced	11,650	2.4600	\$28,659.00
<b>Total</b>	<b>93,658</b>	<b>N/A</b>	<b>\$153,460.99</b>

Meal Pattern \$0.06 Lunch Meal Reimbursement			
Lunch Meal Type	Meals	Rate	Reimbursement
Claimed	93,658	0.0600	\$5,619.48
Adjusted	0	0.0600	\$0.00
<b>Total</b>	<b>93,658</b>	<b>N/A</b>	<b>\$5,619.48</b>

Breakfast Meal Type	Meals	Rate	Reimbursement
Paid	2,341	0.2700	\$632.07
Free	3,827	1.5500	\$5,931.85
Reduced	907	1.2500	\$1,133.75
<b>Total</b>	<b>7,075</b>	<b>N/A</b>	<b>\$7,697.67</b>

Snack Prov >= 50%			
Meal Type	Meals	Rate	Reimbursement
Paid	0	0.0000	\$0.00
Free	542	0.7800	\$422.76
Reduced	0	0.0000	\$0.00
<b>Total</b>	<b>542</b>	<b>N/A</b>	<b>\$422.76</b>

Snack Prov < 50%			
Meal Type	Meals	Rate	Reimbursement
Paid	425	0.0700	\$29.75
Free	254	0.7800	\$198.12
Reduced	142	0.3900	\$55.38
<b>Total</b>	<b>821</b>	<b>N/A</b>	<b>\$283.25</b>

Special Milk			
Meal Type	Meals	Rate	Reimbursement
Paid	315	0.1925	\$60.64

Free	115	0.2600	\$29.90
Reduced	N/A	N/A	N/A
<b>Total</b>	<b>430</b>	<b>N/A</b>	<b>\$90.54</b>

Breakfast SN			
Meal Type	Meals	Rate	Reimbursement
Paid	4,536	0.2700	\$1,224.72
Free	16,066	1.8500	\$29,722.10
Reduced	2,535	1.5500	\$3,929.25
<b>Total</b>	<b>23,137</b>	<b>N/A</b>	<b>\$34,876.07</b>

<b>Claim Total</b>	<b>\$202,450.76</b>
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Claim Reimbursement Totals		
Description	Previous Reimbursement	Reimbursement Total
<b>Claim Total</b>	<b>\$0.00</b>	<b>\$202,450.76</b>

Site Meal Totals

Bunnell High School				
Meal Type	Free	Reduced	Paid	Total
Lunch - Regular	4700	1529	6491	12720
Breakfast - Regular	2509	518	1164	4191

Chapel School				
Meal Type	Free	Reduced	Paid	Total
Lunch - Regular	3809	889	3654	8352
Breakfast - Severe Need	2451	254	675	3380

David Wooster Middle School				
Meal Type	Free	Reduced	Paid	Total
Lunch - Regular	2773	823	3516	7112
Breakfast - Severe Need	1543	213	310	2066
ASCS - Regular	168	42	233	443

Franklin School				
Meal Type	Free	Reduced	Paid	Total
Lunch - Regular	3022	705	1598	5325
Breakfast - Severe Need	1501	259	288	2048
ASCS - Severe Need	542	0	0	542

Harry B. Flood Middle School				
Meal Type	Free	Reduced	Paid	Total
Lunch - Regular	3541	1140	3936	8617
Breakfast - Severe Need	1352	324	430	2106
ASCS - Regular	86	100	192	378

Lordship School				
Meal Type	Free	Reduced	Paid	Total

Connecticut State Department of Education  
 Office of Child Nutrition  
 25 Industrial Park Road  
 Middletown, CT 06457-1543

Phone: (860) 807-2078  
 Fax: (860) 807-2084

### NSLP Claim Recap

Other charges or credits may be included with this payment amount on the corresponding check.

Claim Information				
Sponsor Name	Agreement Number	Month Claimed	Rev No.	Ref No.
Stratford School Lunch	13800	06/01/2013	0	101261

Lunch Meal Type	Meals	Rate	Reimbursement
Paid	29,932	0.2700	\$8,081.64
Free	28,818	2.8600	\$82,419.48
Reduced	8,421	2.4600	\$20,715.66
<b>Total</b>	<b>67,171</b>	<b>N/A</b>	<b>\$111,216.78</b>

Meal Pattern \$0.06 Lunch Meal Reimbursement			
Lunch	Meals	Rate	Reimbursement
Claimed	67,171	0.0600	\$4,030.26
Adjusted	0	0.0600	\$0.00
<b>Total</b>	<b>67,171</b>	<b>N/A</b>	<b>\$4,030.26</b>

Breakfast Meal Type	Meals	Rate	Reimbursement
Paid	1,620	0.2700	\$437.40
Free	2,447	1.5500	\$3,792.85
Reduced	671	1.2500	\$838.75
<b>Total</b>	<b>4,738</b>	<b>N/A</b>	<b>\$5,069.00</b>

Snack Prov >= 50%			
Meal Type	Meals	Rate	Reimbursement
Paid	0	0.0000	\$0.00
Free	132	0.7800	\$102.96
Reduced	0	0.0000	\$0.00
<b>Total</b>	<b>132</b>	<b>N/A</b>	<b>\$102.96</b>

Special Milk			
Meal Type	Meals	Rate	Reimbursement
Paid	221	0.1925	\$42.54
Free	105	0.2600	\$27.30
Reduced	N/A	N/A	N/A
<b>Total</b>	<b>326</b>	<b>N/A</b>	<b>\$69.84</b>

Breakfast SN			
Meal Type	Meals	Rate	Reimbursement
Paid	3,477	0.2700	\$938.79

Free	12,050	1.8500	\$22,292.50
Reduced	1,931	1.5500	\$2,993.05
<b>Total</b>	<b>17,458</b>	<b>N/A</b>	<b>\$26,224.34</b>

<b>Claim Total</b>	<b>\$146,713.18</b>
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Claim Reimbursement Totals		
Description	Previous Reimbursement	Reimbursement Total
<b>Claim Total</b>	<b>\$0.00</b>	<b>\$146,713.18</b>

Site Meal Totals

**Bunnell High School**

Meal Type	Free	Reduced	Paid	Total
Lunch - Regular	2791	917	3788	7496
Breakfast - Regular	1408	328	605	2341

**Chapel School**

Meal Type	Free	Reduced	Paid	Total
Lunch - Regular	3104	745	2852	6701
Breakfast - Severe Need	1837	198	544	2579

**David Wooster Middle School**

Meal Type	Free	Reduced	Paid	Total
Lunch - Regular	1929	548	2348	4825
Breakfast - Severe Need	1148	167	218	1533

**Franklin School**

Meal Type	Free	Reduced	Paid	Total
Lunch - Regular	2404	543	971	3918
Breakfast - Severe Need	1186	202	210	1598
ASCS - Severe Need	132	0	0	132

**Harry B. Flood Middle School**

Meal Type	Free	Reduced	Paid	Total
Lunch - Regular	2487	806	2731	6024
Breakfast - Severe Need	1096	224	338	1658

**Lordship School**

Meal Type	Free	Reduced	Paid	Total
Lunch - Regular	1416	346	863	2625
Breakfast - Severe Need	1107	162	300	1569

**Nichols School**

Meal Type	Free	Reduced	Paid	Total
Lunch - Regular	2710	536	2696	5942
Breakfast - Severe Need	1171	179	394	1744

**Second Hill Lane School**

Name	Schedule	Hours	Rate		
General worker	7:45- 1:45	6	\$15.78		
General worker	10:15 - 1:45	3.5	\$15.78		
General worker	10:30 - 1:30	3	\$15.28		
General worker	9:00 - 1:45	4.75	\$15.78		
General worker	7:45 - 1:45	6	\$15.78		
General worker	10:15 - 1:15	3	\$15.28		
General worker	10:15 - 1:45	3.5	\$15.78		
General worker	9:15 - 1:45	4.5	\$15.78		
Manager	6:45 - 1:45	7	\$18.01		
General worker	9:15 - 1:45	4.5	\$15.78		
Cook	6:30 - 1:15	6.75	\$16.70		
Cook	7:00 - 1:45	6.75	\$16.70		

General worker	10:00 - 1:30	3.5	\$15.78		
Cook	6:45 - 1:45	7	\$16.70		
General worker	8:00 - 2:00	6	\$15.78		
General worker	9:45 - 12:45	3	\$15.78		
General worker	10:15 - 1:45	3.5	\$15.28		
General worker	10:00 - 1:30	3.5	\$15.78		
General worker	9:30 - 2:00	4.5	\$15.78		
Cook	6:45 - 1:45	7	\$16.70		
General worker	10:15 - 1:45	3.5	\$15.53		
General worker	8:00 - 2:00	6	\$15.78		
General worker	7:15 - 1:45	6.5	\$15.78		
General worker	8:00 - 2:00	6	\$15.78		
Manager	7:00 - 2:00	7	\$18.01		
General Worker	7:30 - 1:30	6	\$15.78		
General Worker	10:15 - 2:00	3.75	\$15.28		
General Worker	10:15 - 2:00	3.75	\$15.78		
Manager	6:45 - 2:00	7.25	\$18.01		
General Worker	7:00 - 1:30	6.5	\$15.78		
General Worker	10:15 - 2,00	3.75	\$15.78		
General Worker	10:15 - 2:00	3.75	\$15.78		

General Manager	9:15 - 2:00	4.75	\$15.78		
cook	6:30 - 2:00	7.5	\$16.70		
General Manager	10:30 - 2:00	3.5	\$15.53		
General Manager	8:00 - 2:00	6	\$15.78		
General Manager	6:30 - 1:30	7	\$15.78		
manager	6:30 - 2:30	8	\$18.01		
General Worker	7:30 - 1:30	6	\$15.78		
satellite cook	6:30 - 2:00	7.5	\$16.95		
manager	7:30 - 2:00	6.5	\$16.28		
General worker	10:00 - 2:00	4	\$15.78		
General worker	10:15 - 2:00	3.75	\$15.28		

Manager	7:30 - 2:00	6.5	\$16.28		
General Worker	9:30 - 1:30	4	\$15.78		
Manager	7:30 - 2:00	6.5	\$16.28		
General Worker	10:00 - 1:45	3.75	\$15.78		
Manager	7:15 - 1:15	6	\$16.28		
Manager	7:00 - 1:15	6.25	\$16.28		
Manager	7:00 - 1:30	6.5	\$16.28		
General Worker	8:45 - 1:30	4.75	\$15.78		
manager	7:00 - 1:30	6.5	\$16.28		
General Worker	9:15 - 1:30	4.25	\$15.28		
General Worker	10:30 - 1:30	3	\$15.28		
General Worker	8:45 - 1:30	4.75	\$15.78		
Manager	7:30 - 1:45	6.25	\$16.28		
Manager	7:30 - 1:30	6	\$16.28		
General Worker	10:30 - 1:30	3	\$15.78		

Driver	6:30 - 2:00	7.5	\$18.50		
Driver	7:00 - 2:00	7	\$17.50		
Admin. Assistant	7:30 - 3:30	8	\$29.26		

TOWN OF STRATFORD, CONNECTICUT

COMBINING STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
NONMAJOR GOVERNMENTAL FUNDS

FOR THE YEAR ENDED JUNE 30, 2013

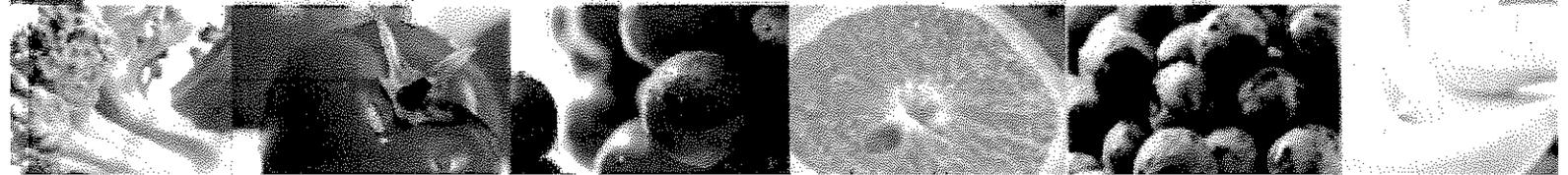
	Special Revenue Funds						
	School Lunch Program	Community Development	Education Federal and State Programs	Shellfish and Oysters	Counseling Center	Continuing Education	Redevelopment Agency
Revenues:							
Intergovernmental	\$ 1,727,073	\$ 484,192	\$ 4,042,842	\$ 770	\$ 5,675	\$ 458,361	\$
Departmental revenue	1,633,025						
Licenses and permits							696
Investment income							
Other							
Total revenues	3,360,098	484,192	4,042,842	770	50,874	458,361	696
Expenditures:							
Current:							
Education	3,577,884	486,773	4,042,842	-	85,803	470,039	-
Human development							
Physical development							
Public safety							
Capital outlay							
Total expenditures	3,577,884	486,773	4,042,842	-	85,803	470,039	-
Excess (Deficiency) of Revenues over Expenditures	(217,786)	(2,581)	-	770	(29,254)	(11,678)	696
Other Financing Sources (Uses):							
Transfers in							
Transfers out							
Total other financing sources (uses)	-	-	-	-	-	-	-
Net Change in Fund Balances	(217,786)	(2,581)	-	770	(29,254)	(11,678)	696
Fund Balances at Beginning of Year	(137,521)	10,763	-	61,725	86,406	142,678	417,378
Fund Balances at End of Year	\$ (355,307)	\$ 8,182	\$ -	\$ 62,495	\$ 57,152	\$ 131,000	\$ 418,074

(Continued on next page)

<p><b>3</b></p> <p>Chicken Patty on roll Steamed Broccoli Chilled Fruit Mix American Combo Sub Chef Salad w/ roll</p>	<p><b>4</b></p> <p>Hot Dog on a roll Oven Fries Chilled Peaches American Combo Sub Chef Salad /roll</p>	<p><b>5</b></p> <p>Grilled Cheese w/ chicken noodle soup Carrot Sticks /dip Chilled Pears American Combo Sub Chef Salad/roll</p>	<p><b>6</b></p> <p>Nachos w/ meat and cheese w/salsa Corn and black bean salad Chilled Strawberries American Combo Sub Chef Salad/roll</p>	<p><b>7</b></p> <p>Cheese Pizza Tossed Green Salad w/ veggies Chilled Mandarin Oranges American Combo Sub Chef Salad/roll</p>
<p><b>10</b></p> <p>Cheeseburger on a roll Sweet Potato Fries Chilled Peaches Turkey &amp; Cheese on a soft roll Minnie Mouse Salad/roll</p>	<p><b>11</b></p> <p>Chicken Fajita Sweet Kernal Corn Chilled Pineapple Turkey &amp; Cheese on a soft roll Minnie Mouse Salad/roll</p>	<p><b>12</b></p> <p>Chicken Nuggets/roll Mashed Potatoes Steamed Broccoli Cuts Chilled Fruit Mix Turkey &amp; Cheese on a soft roll Minnie Mouse Salad/roll</p>	<p><b>13</b></p> <p>Pasta w/ meatsauce Spinach Salad Chilled Pears Turkey &amp; Cheese on soft roll Minnie Mouse Salad/roll</p>	<p><b>14</b></p> <p>Cheese Pizza Fresh Veggies/dip Chilled Mandarin Oranges Turkey &amp; Cheese on a soft roll Minnie Mouse Salad/roll</p>
<p><b>17</b></p> <p>French Toast Sticks syrup/sausage Hash Browns Chilled Fruit Mix Chicken Salad on whole grain bread Chicken Caesar Salad Shamrock Pretzel/yogurt/cheese stick</p>	<p><b>18</b></p> <p>Baked Potato Bar (Butter/broccoli/cheese) Tossed Green Salad Chilled Pears Chicken Salad on whole grain bread Chicken Caesar Salad/roll Shamrock Pretzel/yogurt/cheese stick</p>	<p><b>19</b></p> <p>Shepherd Pie Ground Beef/mashed potato/corn Fresh veggie bar/dip Chilled Strawberries Chicken Salad on whole grain bread Chicken Caesar Salad/roll Shamrock Pretzel/yogurt/cheese stick</p>	<p><b>20</b></p> <p>Chicken Nuggets/roll Brown Rice w/ veggies Chilled Manganin Oranges Chicken Salad on whole grain bread Chicken Caesar Salad/roll Shamrock Pretzel/yogurt/cheese stick</p>	<p><b>21</b></p> <p>Cheese Pizza Caesar Salad/croutons Chilled Applesauce Chicken Salad on whole grain bread Chicken Caesar Salad/roll Shamrock pretzel/yogurt/cheese stick</p>
<p><b>24</b></p> <p>Baked Fried Dough w/ sauce and cheese Carrot Sticks/dip Chilled Peaches Turkey Ham and cheese Wrap Spinach Salad w/ egg</p>	<p><b>25</b></p> <p>Cheeseburger on roll Macaroni Salad Cinnamon Apple Slices Turkey Ham and Cheese Wrap Spinach Salad/roll</p>	<p><b>26</b></p> <p>Meatball Sub Parmesan Steamed Broccoli Cuts Chilled Pineapple Chunks Turkey Ham and Cheese Wrap Spinach Salad/roll</p>	<p><b>27</b></p> <p>Beef Taco (shredded lettuce/tomato) Sweet Kernal Corn Chilled Fruit Mix Turkey Ham &amp; Cheese Wrap Spinach Salad/roll</p>	<p><b>28</b></p> <p>Cheese Pizza Cucumber Salad Chilled Pears Turkey Ham &amp; Cheese Wrap Spinach Salad/roll</p>
<p><b>31</b></p> <p>Chicken Nuggets /roll Oven Fries Green Bean Salad Chilled Peaches Bologna and Cheese on roll Chef Salad/roll</p>		<p>Available Daily: Bagel /Yogurt/Cheese Stick</p>	<p>Please Note: Please make every effort to pay unpaid charges. Students will receive a cheese sandwich lunch after three unpaid charges have not been paid!</p>	

**March 2014**  
**Stratford & Bunnell High Schools**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>3</p> <p><b>Beef Burrito</b></p> <p>Brown Rice w/ veggies Chilled Strawberries</p> <p><b>Grill Special :</b> <b>Managers Special</b></p>	<p>4</p> <p><b>Chicken Nuggets w/ roll</b></p> <p>Mashed Potatoes Steamed Green Beans Chilled Fruit Mix</p> <p><b>Grill Special:</b> Grilled Cheese</p>	<p>5</p> <p><b>Chicken Pot Pie</b></p> <p>Coleslaw Cinnamon Applesauce</p> <p><b>Grill Special :</b> Fishwich</p>	<p>6</p> <p><b>Beef nacho supreme w/ salsa</b></p> <p>Tossed Green Salad Chilled Peaches</p> <p><b>Grill Special :</b> Managers Special</p>	<p>7</p> <p><b>Shepherd's Pie</b> (mashed potato/ground beef/corn.)</p> <p>Cucumber Salad Chilled Pears</p> <p><b>Grill Special :</b> Foot Long Hot Dog</p>
<p>10</p> <p><b>General Tso's Chicken w/ broccoli</b></p> <p>Brown Fries Rice Chilled Pears</p> <p><b>Grill Special:</b> Cheesy Bacon Chicken Patty</p>	<p>11</p> <p><b>Corn Dog</b></p> <p>Baked Beans Chilled Fruit Mix</p> <p><b>Grill Special:</b> Meatball Sub</p>	<p>12</p> <p><b>Pasta w/ Marinara Sauce &amp; Garlic Bread</b></p> <p>Fresh Romaine Salad Chilled Pears</p> <p><b>Grill Special:</b> Grilled Cheese on sourdough</p>	<p>13</p> <p><b>Loaded Beef Nachos</b></p> <p>Corn and Black Salad Chilled Peaches</p> <p><b>Grill Special:</b> Hot Dog</p>	<p>14</p> <p><b>Meatloaf Sandwich w/ gravy</b></p> <p>Fresh Veggies/dip Chilled Mandarin Oranges</p> <p><b>Grill Special:</b> Fishwich</p>
<p>17</p> <p><b>Chicken Nuggets /roll</b></p> <p>Half Sweet Potato Chilled Peaches</p> <p><b>Grill Special:</b> Grilled Cheese On rye</p>	<p>18</p> <p><b>Meatball Sub Parmesan</b></p> <p>Tomato &amp; Cucumber Salad Chilled Pears <b>Grill Special:</b> Grilled Chicken BLT</p>	<p>19</p> <p><b>Soft Taco</b> (shredded let. &amp; tomato)</p> <p>Spanish Brown Rice Chilled Strawberries</p> <p><b>Grill Special:</b> Buffalo Chicken w/ melted mozzarella</p>	<p>20</p> <p><b>BLT PANINI On sourdough</b></p> <p>Fried Veggie Brown Rice Chilled Pineapple</p> <p><b>Grill Special:</b> Hot Dog</p>	<p>21</p> <p><b>Pepperoni Stomboli w/ sauce</b></p> <p>Spinach Salad Chilled Mandarin Oranges</p> <p><b>Grill Special:</b> Fishwich</p>
<p>24</p> <p><b>ITALIAN DUNKERS W/ SAUCE</b></p> <p>Tomato &amp; Cucumber Salad Chilled Peaches <b>Grill Special:</b> Double Cheeseburger</p>	<p>25</p> <p><b>Baked Potato Bar</b> (assorted toppings)</p> <p>Steamed Broccoli Chilled Fruit Mix</p> <p><b>Grill Special:</b> Meatball Sub</p>	<p>26</p> <p><b>Spaghetti w/ Meatballs</b></p> <p>Mixed Romaine Salad Chilled Mandarin Oranges</p> <p><b>Grill Special:</b> Buffalo Chicken wcheese</p>	<p>27</p> <p><b>Chicken Nuggets /roll</b></p> <p>Oven Fries Chilled Pineapple</p> <p><b>Grill Special:</b> Hot Dog</p>	<p>28</p> <p><b>French Toast Sticks/sausage</b></p> <p>Oval Hash Brown Chilled Pears</p> <p><b>Grill Special :</b> Managers Special</p>
<p>31</p> <p><b>Personal Cheese Pizza w/ toppings</b></p> <p>Cucumber Salad Chilled Cinnamon Applesauce</p> <p><b>Grill Special :</b> Grilled Cheese w/ bacon</p>	<p><b>NOTE:</b> <b>IF YOU ARE ELIGIBLE FOR FREE OR REDUCED LUNCH YOU MAY HAVE FREE OR REDUCED BREAKFAST !</b></p>	<p>Menu is Subject to Change</p> <p>School lunch is comprised of five components. Students MUST take at least three components and one must be a FRUIT or VEGETABLE component</p> <p><b>PRICES:</b> \$2.75 Reduced .40</p>	<p><b>AVAILABLE DAILY:</b> <b>ASSORTED FRESH FRUIT</b> <b>MILK VARIETY</b></p>	



March 2014  
Stratford Middle Schools

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>3 Beef Burrito</p> <p>Brown Rice w/ veggies Chilled Strawberries</p> <p><b>Grill Special :</b> Managers Special</p>	<p>4 Chicken Nuggets w/ roll</p> <p>Mashed Potatoes Steamed Green Beans Chilled Fruit Mix</p> <p><b>Grill Special:</b> Grilled Cheese</p>	<p>5 Chicken Pot Pie</p> <p>Coleslaw Cinnamon Applesauce</p> <p><b>Grill Special :</b> Fishwich</p>	<p>6 Beef nacho supreme w/ salsa</p> <p>Tossed Green Salad Chilled Peaches</p> <p><b>Grill Special :</b> Managers Special</p>	<p>7 Shepherd's Pie (mashed potato/ground beef/corn)</p> <p>Cucumber Salad Chilled Pears</p> <p><b>Grill Special :</b> Foot Long Hot Dog</p>
<p>10 General Tso's Chicken w/ broccoli</p> <p>Brown Fries Rice Chilled Pears</p> <p><b>Grill Special:</b> Cheesy Bacon Chicken Patty</p>	<p>11 Corn Dog</p> <p>Baked Beans Chilled Fruit Mix</p> <p><b>Grill Special:</b> Meatball Sub</p>	<p>12 Pasta w/ Marinara Sauce &amp; Garlic Bread</p> <p>Fresh Romaine Salad Chilled Pears</p> <p><b>Grill Special:</b> Grilled Cheese on sourdough</p>	<p>13 Loaded Beef Nachos</p> <p>Corn and Black Salad Chilled Peaches</p> <p><b>Grill Special:</b> Hot Dog</p>	<p>14 Meatloaf Sandwich w/ gravy</p> <p>Fresh Veggies/dip Chilled Mandarin Oranges</p> <p><b>Grill Special:</b> Fishwich</p>
<p>17 Chicken Nuggets /roll</p> <p>Half Sweet Potato Chilled Peaches</p> <p><b>Grill Special:</b> Grilled Cheese On rye</p>	<p>18 Meatball Sub Parmesan</p> <p>Tomato &amp; Cucumber Salad Chilled Pears <b>Grill Special:</b> Grilled Chicken BLT</p>	<p>19 Soft Taco (shredded let. &amp; tomato)</p> <p>Spanish Brown Rice Chilled Strawberries</p> <p><b>Grill Special:</b> Buffalo Chicken w/ melted mozzarella</p>	<p>20 "Stir Fry Display Cooking" Chicken Stir Fry</p> <p>Fried Veggie Brown Rice Chilled Pineapple <b>Grill Special:</b> Egg roll /duck sauce</p>	<p>21 Pepperoni Stomboli w/ sauce</p> <p>Spinach Salad Chilled Mandarin Oranges</p> <p><b>Grill Special:</b> Fishwich</p>
<p>24 ITALIAN DONKERS w/ SAUCE</p> <p>Tomato &amp; Cucumber Salad Chilled Peaches <b>Grill Special:</b> Double Cheeseburger</p>	<p>25 Baked Potato Bar (assorted toppings)</p> <p>Steamed Broccoli Chilled Fruit Mix</p> <p><b>Grill Special:</b> Meatball Sub</p>	<p>26 Spaghetti w/ Meatballs</p> <p>Mixed Romaine Salad Chilled Mandarin Oranges</p> <p><b>Grill Special:</b> Grilled Cheese</p>	<p>27 Chicken Nuggets /roll</p> <p>Oven Fries Chilled Pineapple</p> <p><b>Grill Special:</b> Hot Dog</p>	<p>28 French Toast Sticks/sausage</p> <p>Oval Hash Brown Chilled Pears</p> <p><b>Grill Special :</b> Managers Special</p>
<p>31 Personal Cheese Pizza w/ toppings</p> <p>Cucumber Salad Chilled Cinnamon Applesauce</p> <p><b>Grill Special :</b> Grilled Cheese w/ bacon</p>	<p><b>NOTE:</b> IF YOU ARE ELIGIBLE FOR FREE OR REDUCED LUNCH YOU MAY HAVE FREE OR REDUCED BREAKFAST !</p>	<p>Menu is Subject to Change</p> <p>School lunch is comprised of five components. Students MUST take at least three components and one must be a FRUIT or VEGETABLE component</p> <p>PRICES: \$2.60 Reduced .40</p>	<p><b>AVAILABLE DAILY:</b> ASSORTED FRESH FRUIT  MILK VARIETY</p>	

## BREAKFAST START TIMES

Stratford High School	7:20
Bunnell High School	7:20
Wooster Middle School	8:00 - 8:15
Flood Middle School	7:50 – 8:15
Johnson House	8:30
Chapel St. School	8:30
Franklin School	8:30
Honeyspot House	8:30
Birdseye Alfa	7:45
Lordship School	8:30
Nichols School	7:30 Walkers 8:00 Bus
Second Hill Lane	8:15
Eli Whitney	7:50 – 7:55
Wilcoxson School	8:30

Lunch Times	Starting and ending times
Stratford High School	11:05 TO 12:28
Bunnell High School	11:05 to 12:28
Wooster Middle School	11:45 to 12:55
Flood Middle School	11:45 to 12:58
Johnson House	11:05 to 1:20
Chapel St School	10:30 – 11:00 Kindergarten 11:10 to 12:35
Franklin School	10:50 to 1:40
Honeyspot House	11:45 to 1:20
Lordship School	11:00 to 12:40
Nichols School	10:40 to 1:00
Second Hill Lane	10:45 to 1:20
Whitney School	10:35 to 1:25
Wilcoxson School	10:55 to 1:10



# Stratford Public Schools

# 2013-2014 School Calendar

Aug 2013 (3)	26+	27+	★	29	30
Sep 2013 (19)	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	1	2	3	4
Oct 2013 (23)	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29 <sup>e</sup>	30	31	1
	4	5+	6	7 <sup>e</sup>	8
Nov 2013 (18)	11	12 <sup>m</sup>	13 <sup>h</sup>	14	15
	18	19	20	21	22
	25	26	27*	28	29
	2	3	4	5	6
Dec 2013 (15)	9	10	11	12	13
	16	17	18	19	20*
	23	24	25	26	27
	30	31	1	2	3
	6	7	8	9	10
Jan 2014 (21)	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31
	3	4	5	6 <sup>e</sup>	7
Feb 2014 (18)	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	3	4	5	6	7
Mar 2014 (21)	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31	1	2	3	4
	7	8	9	10	11
Apr 2014 (17)	14	15	16	17	18
	21	22	23	24*+	25
	28	29	30	1	2
May 2014 (21)	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
Jun 2014 (6)	2	3	4	5*	6*
	9*	10+	11	12	13
	16	17	18	19	20
	23	24	25	26	27

## School Holidays & Notes

Labor Day	Sep 2, 2013
Rosh Hashanah	Sep 5, 2013
Election Day	Nov 5, 2013
Thanksgiving Day	Nov 28, 2013
Friday after Thanksgiving	Nov 29, 2013
Christmas Recess	Dec 23 – 31, 2013
New Year's Day	Jan 1, 2014
Martin Luther King	Jan 20, 2014
Presidents' Day Weekend	Feb 14-17, 2014
Spring Recess (includes Good Friday)	Apr 14 - 18, 2014
Good Friday	April 18, 2014
Memorial Day	May 26, 2014

### Additional Notes:

- August 26 – Teacher Meeting
- August 26-27 – Professional Dev. Days
- August 28 – First Day of School
- October 29 – Elementary Parent Conf.
- November 5 – Election Day (School not in session)
- November 5 – Professional Development Day
- November 7 – Elementary Parent Conf.
- November 12 – Middle School Parent Conf.
- November 13 – High School Parent Conf.
- November 27 – Early Dismissal
- December 20 – Early Dismissal
- January TBD – Mid Term Exams
- February 6 – Elementary Parent Conf.
- March 3-31 – CMT/CAPT Testing
- April 24 – Staff Development
- May-June TBD – Senior Exam Testing Window
- May-June TBD – Freshman, Sophomore, and Junior Final Exams
- June 5 – Early Closing (Elementary Only)
- June 6 – Early Closing
- June 9 – Tentative Last Day of School (for students)
- June 10 – Tentative Last Day of School (for teachers)

**Note:** Includes 182 Student days (4 Prof. Dev. Days, 1 early closing day for staff development, 3 early closing days for parent conferences (elementary), 1 early closing day each for parent conferences (middle and high schools) and 2 early closing vacation, 2 early closing end of school year for middle and high. Three (3) early closing end of school year for elementary.

*All storm days will be added to the end of the school year.*

School Not In Session

Tentative Last Day of School

\* Early Closing

+ Teacher Days

\*e Elementary Parent Conference

\*m Middle School Parent Conference

\*h High School Parent Conference

## EXHIBIT G

Cleaning: See Schedule A

Ticket Distribution: No tickets, Nutrikids district-wide

Ala Carte: All schools offer ala carte

Vehicles: Two BOE vehicles

Cash Handling: Daily deposits by drivers

Client Sales History - SUMMARY  
 Lunch  
 09/01/2012 TO 06/30/2013

Report ID : MERCLS  
 Page : 2  
 Date Run : 02/27/2014 11:09

School	Program Revenue	Milk Program Revenue	Student Ala Carte	Adult Ala Carte	Special Functions	Vending	Rebates	Sales Tax	Total	Deposit	Deferred Income	In House Invoices Outstanding	Over/Short
STRATFORD HIGH SCHOOL	97,791.05		112,889.55	4,980.15					215,660.75	182,023.40	33,649.80-		12.45
BUNNELL HIGH SCHOOL	134,581.30		150,904.77	8,327.00					293,813.07	245,408.92	48,333.00-		71.15-
WOOSTER MIDDLE SCHOOL	71,765.60		77,082.92	4,630.65					153,479.17	116,763.11	36,845.86-		129.80
FLOOD MIDDLE SCHOOL	83,529.10		90,406.30	6,840.90					180,776.30	139,082.73	41,892.08-		198.51
STRATFORD ACADEMY/JOHNSON HEDDERS	60		26,322.10	2,332.60					86,740.30	58,211.87	28,551.08-		22.65
CHAPEL STREET ELEMENTARY	65,473.80		17,141.90	898.75					83,314.45	53,017.74	30,289.46-		7.25-
FRANKLIN ELEMENTARY SCHOOL	2,031.75		9,764.20	2,612.50					34,408.45	32,806.85	1,639.66-		38.06
STRATFORD ACADEMY/HONEYSPRGT	517.95		9,210.00	750.50					31,478.45	20,500.19	10,991.11-		12.85
LORDSHIP ELEMENTARY	19,853.90		11,608.90	2,388.50					33,852.30	28,037.29	5,819.35-		4.34
NICHOLS SCHOOL	61,640.00		21,751.95	3,429.50					86,821.45	71,915.34	14,928.11-		22.00
SECOND HILL LANE	66,781.05		16,117.20	2,503.55					85,401.80	60,632.60	24,774.01-		4.81
ELI WHITNEY ELEMENTARY	67,100.65		17,461.90	1,016.50					85,579.05	69,813.87	15,757.08-		8.10-
WILCOXSON ELEMENTARY SCHOOL	215.45		13,993.50	2,258.50					59,467.45	41,550.83	17,919.32-		2.70
<b>Program Total</b>	<b>813,367.20</b>		<b>574,658.19</b>	<b>42,769.80</b>					<b>1,430,792.99</b>	<b>1,119,764.74</b>	<b>311,389.82-</b>		<b>361.67</b>

Client Sales History - SUMMARY  
 severe need breakfast  
 09/01/2012 TO 06/30/2013

Report ID : MERCLS  
 Page : 3  
 Date Run : 02/27/2014 11:09

School	Program Revenue	Milk Program Revenue	Student Ala Carte	Adult Ala Carte	Special Functions	Vending	Rebates	Sales Tax	Total	Deposit	Deferred Income	In-House Invoices Outstanding	Over/Short
STRATFORD HIGH SCHOOL	1,948.66		921.45		5.75				2,875.75	180.32	2,695.47		0.04
WOOSTER MIDDLE SCHOOL	3,270.05		922.35		7.00				4,199.40	76.55	4,123.15		0.30
CHAPEL STREET ELEMENTARY	7,318.00		19.00						7,337.00		7,337.00		
FRANKLIN ELEMENTARY SCHOOLS	3,302.00		197.50		8.50				3,508.00		3,508.00		
STRATFORD ACADEMY/HONEYSPOT	982.95	449.25	5.85		4.50				2,442.55		2,442.55		0.00
LORDSHIP ELEMENTARY	3,875.90		321.75		20.00				4,217.65		4,217.65		
NICHOLS SCHOOL	5,441.05		148.65		8.50				5,598.20		5,598.20		0.00
SECOND HILL LANE	6,499.15		69.00		9.00				6,577.15		6,577.15		
WILCOXSON ELEMENTARY SCHOOL	2,511.75		220.75		38.00				2,770.50		2,770.50		
<b>Program Total</b>	<b>36,149.40</b>	<b>449.25</b>	<b>2,828.30</b>	<b>101.25</b>					<b>39,528.20</b>	<b>256.87</b>	<b>39,269.87</b>		<b>0.34</b>

Client Sales History - SUMMARY  
 Breakfast  
 09/01/2012 TO 08/30/2013

Report ID : MERCLS  
 Page : 4  
 Date Run : 02/27/2014 11:09

School	Program Revenue	Milk Program Revenue	Student Ala Carte	Adult Ala Carte	Special Functions	Vending	Rabates	Sales Tax	Total	Deposit	Deferred Income	In_House Invoices Outstanding	Over/Short
BUNNELL HIGH SCHOOL	10,001.80		4,526.30	407.60					14,935.70		14,935.70-		0.00
FLOOD MIDDLE SCHOOL	4,985.95		1,960.55	63.25					7,009.75	352.60	6,656.50-		0.65-
STRAFORD ACADEMY/JOHNSON HIG	6,738.50		150.50	9.50					6,898.50		6,898.50-		
Program Total	26,329.95		6,640.35	480.35					33,450.65	352.60	33,097.40-		0.65-

Meal Counts History - SUMMARY  
Lunch  
08/01/2012 TO 06/30/2013

Report ID : MERHTMC  
Page : 2  
Date Run : 02/27/2014 11:08

Activity Date	Free	Reduced	Paid	Student Worker Reduced	Student Worker Paid	Total Program Meals	Equivalent Meals	Total Meals	Adult Served (Memo Only)	Adult Earned (Memo Only)
168 )	42,768	12,540	35,556			90,864	44,721.91	135,585.91	483	
167 )	35,672	12,073	49,641			97,386	60,319.08	157,705.08	1,884	
175 )	21,214	6,369	28,086			55,669	31,001.19	86,670.19	693	
175 )	27,272	8,987	32,423			68,682	36,865.18	105,547.18	1,248	
180 )	14,591	6,362	24,979			45,932	10,860.17	56,792.17	391	
180 )	30,115	6,857	28,182			65,154	6,717.16	71,871.16	170	
180 )	21,945	5,034	9,007			35,986	4,667.36	40,653.36	633	
180 )	5,129	1,813	9,352			18,294	3,746.00	20,040.00	76	
180 )	14,279	3,591	8,258			26,128	5,270.74	31,398.74	206	
180 )	26,848	5,296	26,802			58,746	9,517.23	68,263.23	118	
180 )	32,906	9,536	28,275			70,716	7,062.70	77,778.70	383	
180 )	17,185	7,849	28,728			53,772	6,980.00	60,752.00	56	
180 )	14,109	3,751	18,733			36,593	6,138.77	42,731.77	500	
<b>Program Total</b>	<b>303,842</b>	<b>90,058</b>	<b>328,022</b>			<b>721,922</b>	<b>233,867.49</b>	<b>955,789.49</b>	<b>6,850</b>	

Meal Counts History - SUMMARY  
 Severe need breakfast  
 08/01/2012 TO 08/30/2013

Report ID : MERHTMC  
 Page : 3  
 Date Run : 02/27/2014 11:08

Activity Date	Free	Reduced	Paid	Student Worker Reduced	Student Worker Paid	Total Program Meals	Equivalent Meals	Total Meals	Adult Served (Memo Only)	Adult Earned (Memo Only)
( 175 )	13,902	1,092	1,303			16,297	350.79	16,647.79	1	
( 177 )	10,219	1,477	2,273			13,969	349.65	14,318.65		
( 179 )	18,476	2,039	5,373			23,888	7.15	23,895.15		
( 178 )	11,630	1,924	2,203			15,757	77.59	15,834.59	4	
( 178 )	2,220	416	1,494			4,130	816.58	4,948.58	3	
( 178 )	10,571	1,714	2,709			14,994	129.28	15,123.28	13	
( 178 )	10,951	1,544	4,006			16,501	59.50	16,560.50	5	
( 177 )	13,826	2,201	4,684			20,711	29.40	20,740.40	5	
( 178 )	5,153	815	1,822			7,790	98.30	7,888.30	24	
<b>Program Total</b>	<b>94,948</b>	<b>13,222</b>	<b>25,867</b>			<b>134,037</b>	<b>1,920.24</b>	<b>135,957.24</b>	<b>50</b>	

Meal Counts History - SUMMARY  
 Breakfast  
 08/01/2012 TO 08/30/2013

Report ID : MERHTMC  
 Page : 4  
 Date Run : 02/27/2014 11:08

Activity Date	Free	Reduced	Paid	Student Worker Reduced	Student Worker Paid	Total Program Meals	Equivalent Meals	Total Meals	Adult Served (Memo Only)	Adult Earned (Memo Only)
( 167 )	15,803	3,471	7,190			26,464	1,858.17	28,322.17	156	
( 179 )	10,467	2,379	3,427			16,273	762.66	17,035.66	18	
( 178 )	5,566	1,509	3,327			10,402	1.13	10,403.13		
( 178 )	8,056	2,656	4,775			15,487	60.48	15,548.98	1	
<b>Program Total</b>	<b>39,892</b>	<b>10,015</b>	<b>18,719</b>			<b>68,626</b>	<b>2,682.44</b>	<b>71,307.94</b>	<b>175</b>	

BUNNELL HIGH SCHOOL  
 FLOOD MIDDLE SCHOOL  
 STRAFORD ACADEMY/JOHNSON HOUSE  
 ELI WHITNEY ELEMENTARY

ENROLLMENTS

FREE/REDUCED

REVISED 12/2013

<u>SCHOOL</u>	<u>ENROLLMENT</u>	<u>FREE</u>	<u>REDUCED</u>
Stratford High School	1027	320	104
Bunnell	1136	301	120
Wooster	530	181	56
Flood	574	183	87
Johnson	472	104	44
Chapel	561	204	55
Franklin	315	169	39
Honeyspot	224	51	17
Lordship	237	95	20
Nichols	432	151	47
Second Hill Lane	700	234	80
Whitney	517	112	41
Wilcoxson	380	95	36
<b>TOTAL :</b>	<b>7105</b>	<b>2217</b>	<b>746</b>

**Attendance Factor: 94.7%**

# HIGH PRICE LIST

## 2013-2014

<b>Reimbursable School Lunch</b>	<b>2.75</b>
<b>ENTRÉE A La CARTE</b>	<b>2.75</b>
<b>Extra entrée (w/purchase of lunch)</b>	<b>1.75</b>
<b>Extra side or side a la carte</b>	<b>.75</b>
<b>8 oz water</b>	<b>.75</b>
<b>16 OZ. WATER</b>	<b>1.25</b>
<b>Baked Cookies</b>	<b>.40 each or 3/ 1.00</b>
<b>Chips</b>	<b>1.00</b>
<b>Ice Cream</b>	<b>1.00</b>
<b>Juice</b>	<b>.50</b>
<b>Snapple/Can or bottle juice</b>	<b>1.25</b>
<b>Yogurt Parfait (a la carte)</b>	<b>1.50</b>
<b>ADULT meal</b>	<b>4.00</b>
<b>Breakfast</b>	<b>1.25</b>

# **ELEMENTARY PRICE LIST**

## **2013-2014**

<b>Reimbursable School Lunch</b>	<b>2.35</b>
<b>ENTRÉE A La CARTE</b>	<b>2.35</b>
<b>Extra entrée (w/purchase of lunch)</b>	<b>1.25</b>
<b>Extra side or side a la carte</b>	<b>.75</b>
<b>8 oz water</b>	<b>.75</b>
<b>Chips</b>	<b>.75</b>
<b>Ice cream</b>	<b>.75</b>
<b>Small ½ oz. bag of chips Or pretzels</b>	<b>.30</b>
<b>Juice</b>	<b>.50</b>
<b>ADULT meal</b>	<b>4.00</b>
<b>Breakfast</b>	<b>1.25</b>

**MIDDLE PRICE LIST**  
**2013-2014**

<b>Reimbursable School Lunch</b>	<b>2.60</b>
<b>ENTRÉE A La CARTE</b>	<b>2.60</b>
<b>Extra entrée (w/purchase of lunch)</b>	<b>1.50</b>
<b>Extra side or side a la carte</b>	<b>.75</b>
<b>8 oz water</b>	<b>.75</b>
<b>16 OZ. WATER</b>	<b>1.25</b>
<b>Chips</b>	<b>1.00</b>
<b>Ice Cream</b>	<b>1.00</b>
<b>Juice</b>	<b>.50</b>
<b>Snapple/can or bottled juice</b>	<b>1.25</b>
<b>Yogurt Parfait a la carte</b>	<b>1.50</b>
<b>ADULT meal</b>	<b>4.00</b>
<b>Breakfast</b>	<b>1.25</b>