

SOLICITATION CONTRACT

(Name of Sponsor/Center)

Date Issued: _____

(Address)

Bid Opening:

(City, State, Zip)

(Date) (Time)

(Phone – no collect calls) (Person to contact)

(Location)

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SECTION A – Contract Face Sheet

CONTRACT COMMENCEMENT DATE _____ EXPIRATION DATE _____

Prompt Payment Discount: _____ % for payment within _____ days.

	Price per Meal
Breakfast	\$ _____
Lunch	\$ _____
Supper	\$ _____
Snack(s)	\$ _____

Total Amount of Bid
\$ _____

Bid – In compliance with the above and subject to all terms and conditions thereof, the undersigned offers and agrees, if this bid is accepted, to furnish all items at quoted prices delivered at designated points within the time specified. It is understood and agreed that this bid and accompanying papers will constitute a formal contract upon acceptance below.

(Name of Company/Food Service Mgmt Company)

(Signature in ink)

(Address)

(Print or Type Name of Bidder)

(City, State, Zip)

(Title) (Date)

(Telephone)

ACCEPTANCE (for contracts over \$50,000, prior approval from KSDE must be obtained)

(Date)

(Sponsor Name)

(Signature)

(Name and Title)

Section B – Instructions and Conditions

1. Definitions as used herein:
 - (a) The term “solicitation” means that the procurement of this solicitation/contract is advertised.
 - (b) The term “bid” means the bidder’s offer to perform work described in the solicitation document at the fixed unit price specified.
 - (c) The term “Sponsor” means the Service Institution which issues the solicitation.
 - (d) The term “Bidder/Offerer” means any food service management company submitting a bid on this solicitation.
 - (e) The term “food service management company” means a commercial enterprise which is or may be, contracted with, by a sponsor to manage, or to prepare, or to deliver, or to serve, or any combination thereof, unitized meals for participants in the Child and Adult Care Food Program.
 - (f) The term “contractor” means the successful bidder who is awarded the contract.
2. Submission of Bids
 - (a) Bidders are expected to examine carefully the specifications, attachments, terms, and conditions of this solicitation. Failure to do so will be at the bidder’s risk.
 - (b) Bids must be executed and submitted in triplicate. Your bid, if accepted, will become the contract and one copy of the contract will be forwarded to the successful bidder with the notice of award and/or purchase order. The copy marked “original” will be governing should there be a variance between that copy of the bid and other copies submitted by the bidder. No change in the Specifications or General Conditions is allowed. Erasures on this bid must be initialed by the bidder prior to submission. Failure to do so may result in rejection of the bid.
 - (c) The bid must include a copy of State or local health certificate for the food preparation facility(ies) to be used with the bid package. Failure to comply with any of the above shall be reason for rejection of the bid.
3. Explanation to Bidders

Any explanation desired by a bidder regarding the meaning or interpretation of the solicitation, specifications, etc., must be requested in writing prior to bid opening and with sufficient time allowed for a reply to reach all bidders before bid opening. Oral explanations or instructions given before award of the contract will not be binding. Any information given to a prospective bidder concerning a solicitation will be furnished to all prospective bidders as an amendment of the solicitation, if such information is necessary to bidders in submitting bids on the solicitation or if the lack of such information would be prejudicial to uninformed bidders.
4. Acknowledgment of Amendments to Solicitations

Receipt of an amendment to a solicitation by a bidder must be acknowledged by signing and returning the amendment. Such acknowledgment must be received prior to the hour and date specified for bid opening.
5. Discounts

Notwithstanding the fact that a blank is provided for a time discount, prompt payment discounts offered for payment with less than twenty (20) calendar days will not be considered in evaluating offers for award. However, offered discounts of less than 20 days will be taken if payment is made within the discount period.
6. Bidders Having Interest In More Than One Bid

If more than one bid is submitted by any one party, by or in the name of their clerk, partner, or other person, all such bids shall be rejected.
7. Time for Receiving Bids

Bids received prior to the time of opening will be securely kept, unopened. Sealed bids will be deposited at the address of the Sponsor no later than the exact time and date indicated on the face of this solicitation.
8. Errors on Bids

Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids; failure to do so will be at the bidder’s own risk and he cannot secure relief on the plea of error. Neither law nor regulations make allowance for errors either of omission or commission on the part of bidders. In case of error in extension of prices in the bid, the unit price shall govern.
9. Award of Contract
 - (a) The contract will be awarded to that responsible low bidder whose bid conforming to the solicitation will be most advantageous to the Sponsor, price and other factors considered.
 - (b) The Sponsor reserves the right to reject any or all bids and to waive informalities and minor irregularities in offers received.
 - (c) Sponsor reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid of a bidder who investigation shows is not in a position to perform the contract.
 - (d) Sponsor reserves the right to accept any bid within 30 days from the date of opening unless a shorter time is stated therein by the bidder, but any bid on which the time of acceptance is restricted to less than ten days may be rejected solely for that reason.
10. Assurances

Contractor certifies by signing this bid that he will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the grounds of race, color, sex, age, disability or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this contract.

11. Late Bids, Modification of Bids or Withdrawal of Bids (1974 SEP)

- (a) Any bid received after the exact time specified for receipt will not be considered unless it is received before award is made and it was sent by registered or certified mail not later than the fifth calendar day prior to the date specified for the receipt of bids (e.g., solicitation requires receipt of bids by the 20th must have been mailed by the 15th or earlier).
- (b) Any modification or withdrawal of bid is subject to the same conditions as in (a) above.. A bid may also be withdrawn in person by a bidder or his authorized representative, provided his identity is made known and he signs a receipt for the bid, but only if the withdrawal is made prior to the exact time set for receipt of bids.
- (c) The only acceptable evidence to establish:
 - (1) The date of mailing of a late bid, modification or withdrawal sent either by registered or certified mail is the postmark by the U.S. Postal Service. If neither postmark shows a legible date, the bid, modification or withdrawal shall be deemed to have been mailed late. (The term "postmark" means a printed, stamped or otherwise placed impression that is readily identifiable without further action as having been supplied and affixed on the date of mailing by employees of the U.S. Postal Service.)
- (d) Notwithstanding the above, a late modification of an otherwise successful bid which makes its terms more favorable to the Sponsor will be considered at any time it is received and may be accepted.

Section C – Scope of Work/Specifications

- 1. The Sponsor has a requirement to contract for meals under the USDA sponsored Child and Adult Care Food Program.
- 2. The successful contractor agrees to provide meals to designated locations and in accordance with contract specifications, terms, and conditions.
- 3. All meals furnished must meet or exceed U.S. Department of Agriculture requirements cited herein and must be in accordance with Bid Specifications in Section G.

Section D – Unit Price Schedule

Bidders shall submit prices for meals in accordance with the contract specifications in the estimated quantities to be delivered to State approved sites stated herein.

- 1. Pricing shall be based on the menus as described in Attachments B & C of Section G, Bid Specifications.

- 2. Numbers of servings are estimated; they are the best known estimates for requirements during the operating period. The Sponsor reserves the right to order more or less than the amounts in Attachment A.

Contractor will be paid for actual meals delivered at the unit prices shown. Sponsor does not guarantee orders for the quantities in Attachment A.

3. Evaluation of Bidders

Each bidder will be evaluated on the following factors:

- (a) Financial capability to perform a contract of the scope required.
- (b) Bidder must have adequate plant facilities (food preparation) with approved license certification that they meet all applicable State and local health, safety, and sanitation standards.
- (c) Previous experience of the bidder for services similar in nature and scope.
- (d) All other factors such as transportation capability, sanitation, and packaging will be considered.

Bidders that do not satisfactorily meet the above requirements may be rejected as a non-response and not considered for award.

- 4. The unit prices of each meal which the bidder agrees to furnish must be written in ink or typed in the blank space provided and must include proper packaging as required in the specifications and delivery cost to designated sites. Unit price shall include taxes but any charges or taxes which are required to be paid under future laws must be paid by the bidder at no additional charge to the Sponsor.

5. Meal Orders

Meals will be ordered on a day prior to the week of delivery which is mutually agreed upon by the Bidder and the Sponsor; orders will be placed for the total number of days in the succeeding week, and will include breakdown totals for each site.

The Sponsor reserves the right to increase or decrease the number of meals ordered on a twenty-four hour notice or less as mutually agreed upon between parties of this contract.

6. Menu-Cycle Change Procedure

Delivered meals shall coincide on a daily basis with the menu cycle which appears in Attachment B (minimum of four weeks). Menu changes shall be agreed upon by both parties but changes will not be entertained subsequent to placement of any weekly order. Menu changes shall be approved by the Sponsor. When an emergency situation exists which might prevent the contractor from delivering a specified meal component he shall notify the Sponsor immediately so substitutions can be agreed upon. The Sponsor reserves the right to suggest menu changes within the contractor's unit price cost periodically throughout the contract period.

7. Non-Compliance

The Sponsor reserves the right to examine and determine the quality of food delivered and reject any meals which do not comply with the requirements and specifications of the contract. The food service management company will not be paid for unauthorized menu changes, incomplete meals, meals not delivered within the specified delivery time period, and meals rejected because they do not comply with the specifications. The Sponsor reserves the right to obtain meals at a fair and reasonable price from other sources if meals are rejected due to any of the stated reasons. The food service management company will be responsible for any cost verification. The Sponsor or agency inspecting shall notify the food service management company in writing as to the number of meals rejected and the reasons for rejection.

Section E – General Conditions

1. Delivery Requirements

- (a) Delivery will be made by the food service management company to each site in accordance with the order from the Sponsor.
- (b) Meals are to be delivered, unloaded, and placed in the designated area daily by the food service management company's personnel at the locations and times listed in Attachment A to the Bid Specifications.
- (c) The food service management company shall be responsible for delivery of all meals and dairy products at the specified time.
- (d) Adequate refrigeration/heating shall be provided during delivery of all food to ensure the wholesomeness of food at delivery.
- (e) The Sponsor reserves the right to **add or delete sites**. This shall be done by modification to the contract. Deletion or addition of sites will be made not less than one week prior to the required date of service.
- (f) Any change in transportation cost that incurs shall be negotiated and noted in the modification. The contractor's invoice shall show the cost as a separate item for that site.

2. Supervision and Inspection

The contractor shall provide management supervision at all times and maintain constant quality control inspections to check for portion size, appearance, and packaging in addition to the quality of products.

3. Recordkeeping

- (a) Meal Transport Sheets must be prepared at a minimum of three copies: one for the food service management company, one for the site, and one for the Sponsor. Meal Transport Sheets must be itemized to show the number of units of each meal component to be delivered to each site. Designees of the Sponsor at each site will check adequacy of delivery and meals before signing the Meal Transport Sheets. Invoices shall be accepted by

the Sponsor only if signed by the Sponsor's designee at the site.

- (b) The food service management company shall maintain records supported by Meal Transport Sheets, purchase order, production records for this contract or other evidence for inspection and reference to support payments and claims.
- (c) The books and records of the food service management company pertaining to the Sponsor's feeding operation shall be available for a period of four years from the date of submission of the final claim or until the final resolution of any audit, "...the records shall be retained as long as required for the resolution of the issues raised by the audit," for reimbursement, for inspection, and audit by representatives of the State agency; the representatives of the U.S. Department of Agriculture, Food and Nutrition Service; the Sponsor; the U.S. General Accounting Office; and USDA, Office of the Inspector General, at any reasonable time and place.

4. Method of Payment

The food service management company shall submit an itemized invoice biweekly or monthly as required. Each invoice shall give a detailed breakdown of the number of meals delivered at each designated site during the preceding two weeks or month. Payment will be made at the unit price bid for that item. No payment shall be made unless the required delivery receipts have been forwarded as herein specified and signed by the site representative of the Sponsor.

5. Inspection of Facility

- (a) The Sponsor, the Kansas State Department of Education, and the U.S. Department of Agriculture reserve the right to inspect the food service management company's preparation facilities prior to award and at any time without notice during the contract period.
- (b) The food service management company's facilities shall be subject to periodic inspections by State and local health departments or any other agency so designated to inspect food quality for the State. This will be accomplished in accordance with U.S. Department of Agriculture regulations.

6. Insurance

The contractor will procure and maintain the following insurance:

- (a) Workmen's Compensation Insurance as prescribed by the laws of the State of Kansas.
- (b) Comprehensive Bodily Injury, Property Damage, Liability, and Products Liability Insurance, including bodily injury and property damage caused by automobiles, for injury or death of any one person and for injury or death of any two or more persons in any one accident, for property damage in any one accident, and for products liability in any one accident shall be in amounts such as would be recoverable under the Kansas Tort Claims Act.

The contractor shall furnish the Sponsor with such evidence of insurance, including insurance covering Contractor's Contractual Liability hereunder as the Sponsor may reasonably require.

- (c) Contractor shall indemnify Sponsor and the State against any loss or damage (including attorney's fees and other costs of litigation) caused by the contractor's negligent acts or commission of contractor's agents or employees.

Contractor expressly agrees to defend any suit against the Sponsor alleging personal injury, sickness or disease arising out of consumption or use of the merchandise sold, as well as any loss resulting from pilferage by contractor's employees.

The Sponsor shall promptly notify the contractor and the State agency in writing of any claims against either contractor or Sponsor and in the event of a suit being filed, shall promptly forward to the contractor and the State agency all papers in connection therewith. The Sponsor shall not incur any expense or make any settlement without contractor's consent; provided however, that if contractor refuses or neglects to defend any such suit, Sponsor may defend, adjust or settle any such claim, and the costs of such defense, including reasonable attorney's fees to be charged to contractor's account.

7. Availability of Funds

The Sponsor shall have the option to cancel this contract if the Federal Government withdraws funds to support the program. It is further understood that, in the event of cancellation of the contract as herein described, the Sponsor shall be responsible only for meals that have already been delivered or assembled, as provided in Section D, Specification 2, Food Preparation, at the time of cancellation.

8. Accuracy and Delivery Times

Food service management company will be held responsible for accuracy of number of meals delivered. Food service management company must provide exactly the number of meals ordered. Counts of meals will be made at all sites before meals are accepted for payment. Damaged or incomplete meals will not be included when the number of delivered meals is determined.

9. Emergencies

In the event of unforeseen emergency circumstances, the contractor is required to immediately notify the Sponsor by telephone of the following: (1) the impossibility of on-time delivery; (2) the circumstance(s) precluding delivery; and (3) a statement of whether or not succeeding deliveries will be affected. No payments will be made for deliveries made later than one (1) hour after specified meal times.

Emergency circumstances at the site precluding utilization of meals are the concern of the Sponsor. The Sponsor reserves the right to cancel orders if the food service management company is given at least 48 hours notice. Deliveries will be received and payment made for same, in situations wherein notification to the

food service management company was not made in time to "hold" or "recall" deliveries.

Emergency situations affecting the contractor's ability to deliver meals, or Sponsor's ability to utilize meals, for periods longer than 24 hours will be mutually worked out between the food service management company and the Sponsor.

10. Termination

The Sponsor reserves the right to terminate this contract if the food service management company fails to comply with any of the requirements in this contract or attachments. The Sponsor shall notify the food service management company of specific instances of non-compliance in writing. In instances where the contractor has been notified of non-compliance to the terms of the contract and has not taken immediate corrective action, the Sponsor shall have the right upon written notice, of immediate termination of the contract and the contractor shall be liable for excess costs to repurchase. The Sponsor shall negotiate a repurchase contract on a competitive basis to arrive at a fair and reasonable price.

11. Subcontracts and Assignments

The contractor shall not enter into any subcontracts for preparation of meals to be furnished under this contract; and shall not assign, without the advance written consent of the Sponsor, his contract or any interest therein.

In the event of any assignment, the contractor shall remain liable to the Sponsor as principal for the performance of all his obligations under this contract, whether or not the required consent to the assignment has been honored by the Sponsor.

Section F – General Provisions

- (1) **Equal Employment Opportunity**. During the performance of this contract, the contractor agrees to comply with Executive Order ("E.O.") 11246, entitled "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- (2) **Contract Work Hours and Safety Standards Act** (40 U.S.C. 327-333). During the performance of this contract, the contractor agrees to comply with Section 103 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330), as supplemented by Department of Labor regulations (29 CFR part 5). Under the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work day of 8 hours and a standard week of 40 hours. Work in excess of the standard work day or week is permissible provided that the worker is compensated at a rate of not less than 1½ times the basic rate of pay for all hours worked in excess of 8 hours in a day or 40 hours in the work week.

- (3) **Clean Air Act and Federal Water Pollution Control Act**, as amended. If this contract is in excess of \$100,000, the contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to Section 306 of the Clean Air Act (42 U.S.C. 1837(h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11788, and Environmental Protection Agency regulations (40 CFR part 15). and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 *et seq.*). Violations shall be reported to the FNS and U.S. EPA Assistant Administrator for Enforcement.
- (4) **Energy Policy and Conservation Act** (Public Law 94-163). Contractor shall insert mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with P.L. 94-163.
- (5) **Byrd Anti-Lobbying Amendment** (31 U.S.C. 1352). If this contract is in excess of \$100,000, the contractor

certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Sign and submit a "Certification Regarding Lobbying" form with the contract.

- (6) **Debarment and Suspension** (E.O. 12549 and E.O. 12689). All contractors shall provide the required certification regarding its exclusion status and that of its principal employees from the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement. Sign and submit a "USDA Certification Regarding Debarment..." form with the contract.

**Section G – Bid Specifications
for Purchasing Meals on Contract**

Bid for the purchase of meals must meet the following specifications:

1. Meals prepared by the Contractor shall comply with Child and Adult Care Food Program (CACFP) meal pattern and component requirements (see Attachment C). Foods prepared by the Contractor also shall comply with specific requirements as addressed in the “CACFP Crediting Foods” handbook.
2. The Contractor shall not subcontract for any meal, with or without milk, or for the assembly of any meals.
3. The meals indicated below shall be prepared and shall include quantities stated for each meal ordered.

Meal:	Milk ¹	Meat/Meat Alt. ²	Fruits and/or Vegetables	Bread/ Grain ³
Breakfast	cup	oz.	cup	serving
A.M. Snack ⁴	cup	oz.	cup	serving
Lunch	cup	oz.	cup	serving
P.M. Snack ⁴	cup	oz.	cup	serving
Supper	cup	oz.	cup	serving

¹Include quantities of milk only if provided by the Contractor.

²Ounces of meat/meat alternate are based on cooked portions of lean meat and shall not include breading and/or bones.

³Refer to Attachment C for serving requirements for bread/grain.

⁴Components from two (2) food groups are required for snacks. Indicate portions for all food items provided by the Contractor.

4. The unit prices submitted shall be based on the menus in Attachment B. All meals must meet food specifications and quality standards as incorporated in the menu cycle.
5. Additional menus shall be planned cooperatively by the Sponsor and the Contractor at least two (2) weeks in advance. Cycle menus may be used. The Contractor shall provide menus to the Sponsor on a _____ basis. These
(weekly, monthly)
menus shall be reviewed and approved by the Sponsor for compliance of the meal pattern and component requirements. If cycle menus are used, they will be furnished monthly or as the cycle runs.
6. Meals shall coincide on a daily basis with the approved menu. Menu changes shall be agreed upon by both parties but changes will not be entertained subsequent to placement of any weekly order. All menu substitutions shall be approved by the Sponsor. When an emergency situation exists which might prevent the Contractor from providing a specified meal component the Contractor shall notify the Sponsor immediately so substitutions can be agreed upon.
7. The type and number of meals listed for each site on Attachment A shall be transported by employees of the _____ on a daily basis from the preparation site to each serving site
(Sponsor or Contractor)
by the delivery times indicated in Attachment A.
8. The Contractor agrees to package the meals for transporting to maintain acceptability of appearance and freshness and to maintain recommended serving temperatures (140° F or above for hot foods and 45° F or lower for cold foods).
 - a. Containers that meet local health standards shall be furnished by the _____. The containers shall be
(Sponsor or Contractor)
sanitized daily by the Contractor.
 - b. Meals shall be packaged in _____ packages for delivery. Containers or wrapping shall have air-tight
(unitized or bulk)
closure, be of nontoxic material, and be capable of withstanding temperatures of 400° F or higher.
 - c. Cartons or containers shall be labeled. The label shall include item identity and quantity or portions per container.
 - d. Unit prices include the following items: (Sponsor checks those that apply.)

<input type="checkbox"/> Milk	<input type="checkbox"/> Condiments (ketchup, mustard, etc.)	<input type="checkbox"/> Cups
<input type="checkbox"/> Napkins	<input type="checkbox"/> Plates	<input type="checkbox"/> Single service flatware
<input type="checkbox"/> Utensils for serving foods in required portions.		
9. The Contractor assures that it has Federal, State, or local health certification at the preparation facility and assures that health and sanitation requirements will be met at all times. If requested, the Contractor agrees to provide meals for periodic inspection to determine bacteria levels and results shall be submitted to the Sponsor and to Kansas State Department of Education.
10. Meals shall be prepared under properly controlled temperatures and not assembled more than 12 hours prior to delivery.

11. Any changes in approved sites will be made by the Sponsor not less than one week prior to the day of delivery of the meals. The Sponsor reserves the right to increase or decrease the number of meals ordered up to _____ hours (not to exceed 24 hours) prior to delivery.
12. The Contractor must attach a Meal Transport Sheet with each delivery specifying the date and quantity of meals, by type (breakfast, lunch, snack, supper), that are provided. The Contractor shall submit an invoice and delivery receipts to the Sponsor on a _____ basis for payment of the meals provided. The Sponsor shall remit payment to the Contractor within _____ days of receipt of the invoice.
(bi-weekly or monthly)
13. The Contractor shall not subcontract any portion of this contract.
14. The Contractor agrees to maintain all necessary records, supported by invoices, receipts or other evidence, which may be required by the Sponsor to meet its Child and Adult Care Food Program responsibilities.
15. The Contractor's books and records pertaining to the services to be provided herein and the Sponsor's food service operation shall be available for inspection and/or audit by representatives of the Kansas State Department of Education; USDA, Food and Nutrition Service; the U.S. General Accounting Office; and USDA, Office of the Inspector General, at any reasonable time and place. These records shall be retained for a period of three years from the date of receipt of final payment under this contract, or in case where an audit remains unresolved, until such time as the audit is resolved.
16. The Contractor agrees to operate in accordance with current CACFP regulations.
17. No payment shall be made to Contractor for meals that do not meet the meal requirements as set forth herein, are spoiled or unwholesome at time of delivery, are delivered outside the agreed upon delivery time, have been disallowed for reimbursement by Kansas State Department of Education or USDA Federal Reviewers, or otherwise do not meet requirements.
18. Food service personnel responsible for planning/preparing meals shall be orientated to the terms of the agreement and receive a copy of the "CACFP Crediting Foods" handbook.
19. Other specifications required by the Sponsor includes: (i.e., transportation requirements, etc.)

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through Federal Relay Service (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Child and Adult Care Food Program

**SPECIFICATIONS FOR MEALS ON CONTRACT
Attachment A**

Directions: (1) Complete one Attachment A for each site. (2) Type "XXX" in boxes which are not applicable.

Name of Site	
Address	
City	Zip
Center Director	Phone Number

	BREAKFAST	AM SNACK	LUNCH	PM SNACK	SUPPER
A. Delivery time for each meal.					
B. Estimated number of meals per day.					
C. Estimated number of serving days per <u>year</u> .					
D. Unit price per meal.					
E. Estimate total for contract period. (B x C x D = E)					

Child and Adult Care Food Program

**4 WEEK MENU SAMPLE
Attachment B**

A minimum four-week menu (20 days) must be attached as part of the contract for each meal type provided under this contract (breakfast, lunch, snack, supper). Sample menus must indicate the CACFP component for each meal. Refer to Attachment C – Requirements for Meals. Combination dishes such as casseroles, tacos, soups and stews must indicate the food components included. Generic recipe names such as “Cowboy Stew” and “Cooks Choice” are not acceptable. Listing “Fruit”, “Juice”, and “Cereal” are also not acceptable; name the specific food item served. If a breaded main dish item is provided with no additional grains/bread item, it must be indicated as a “CN” (Child Nutrition labeled product).

The following is an example of how cycle menus should be submitted as part of this contract. **DO NOT** submit this sample page.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Breakfast				
Milk Orange Juice ^(C) Bagel ^(I)	Milk Banana ^(C,F) Rice Krispies	Milk Cantaloupe Cubes ^(A,C,F) English Muffin ^(I)	Milk Strawberries ^(C) French Toast ^(I)	Milk Grapefruit Sections ^(C,F) Wheat Toast ^(I)
Lunch				
Milk Breaded Chicken Pattie ^(CN,I) Carrot Coins ^(A) Apple Wedges ^(F)	Milk Pizza (hamburger & cheese) ^(I) Lettuce Salad with Tomatoes ^(A,C,F) Watermelon ^(F)	Milk Chicken Legs ^(I) Mashed Potatoes w/gravy Green Beans Dinner Roll ^(I)	Milk Chili (ground beef, beans, tomatoes) ^(A,C,I) Applesauce Saltine Crackers	Milk Baked Cod Filets ^(I) French Fries Asparagus ^(A,C) Bread ^(I)
Snack				
Graham Crackers Milk	Trail Mix (Cheerios, Kix, & peanuts) Pineapple Juice ^(C)	Milk Oatmeal Cookies	Peanut Butter Sandwich ^(I) Grape Juice	Cheese Cubes Pear Slices ^(F)

Key to Abbreviations:

- A Vitamin A Source**
- C Vitamin C Source**
- CN Child Nutrition Labeled Product**
- F Fresh Fruit or Vegetable**
- I Iron Source**

**Child and Adult Care Food Program
REQUIREMENTS FOR MEALS
Attachment C**

Child and Adult Care Food Program Meal Pattern Requirements

Refer to 7 CFR 226.20 for the regulatory references to the CACFP Meal Pattern.

BREAKFAST

Age:	1-2	3-5	6-12	Adults
Fluid milk	½ cup	¾ cup	1 cup	1 cup
Juice or fruit or vegetable	¼ cup	½ cup	½ cup	½ cup
Grains/bread or cold dry cereal or cooked cereal	½ slice (or ½ serving) ¼ cup (or 1/3 oz.) ¼ cup	½ slice (or ½ serving) 1/3 cup (or ½ oz.) ¼ cup	1 slice (or 1 serving) ¾ cup (or 1 oz.) ½ cup	2 servings (or 2 slices) 1 ½ cup (or 2 oz.) 1 cup

SNACK

Select two of the following four components. Juice may not be served when milk is served as the only other component.				
Age:	1-2	3-5	6-12	Adults
Fluid milk	½ cup	½ cup	1 cup	1 cup
Juice or fruit or vegetable	½ cup	½ cup	¾ cup	½ cup
Meat or meat alternate or yogurt	½ oz. 2 oz. (or ¼ cup)	½ oz. 2 oz. (or ¼ cup)	1 oz. 4 oz. (or ½ cup)	1 oz. 4 oz. (or ½ cup)
Grains/bread	½ slice (or ½ serving)	½ slice (or ½ serving)	1 slice (or 1 serving)	1 slice (or 1 serving)

LUNCH/SUPPER

Age:	1-2	3-5	6-12	Adults
Fluid milk	½ cup	¾ cup	1 cup	1 cup (Lunch only)
Meat or poultry or fish or cheese or meat alternate	1 oz.	1 ½ oz.	2 oz.	2 oz.
Vegetables and/or fruit (2 or more different foods)	¼ cup (Total)	½ cup (Total)	¾ cup (Total)	1 cup (Total)
Grains/bread	½ slice (or ½ serving)	½ slice (or ½ serving)	1 slice (or 1 serving)	2 slices (or 2 servings)

Child and Adult Care Food Program Meal Pattern Requirements

Refer to 7 CFR 226.20 for the regulatory references to the CACFP Meal Pattern.

Infant Meal Pattern

	Breakfast	Lunch and Supper	Snack
Birth through 3 months	4-6 fluid ounces (fl. oz.) breast milk ¹ or formula ²	4-6 fl. oz. breast milk ¹ or formula ²	4-6 fl. oz. breast milk ¹ or formula ²
4 months through 7 months	4-8 fl. oz. breast milk ¹ or formula ² 0-3 tablespoons (tbsp.) infant cereal ³ (optional)	4-8 fl. oz. breast milk ¹ or formula ² 0-3 tbsp. infant cereal ³ (optional) 0-3 tbsp. fruit and/or vegetable (optional)	4-6 fl. oz. breast milk ¹ or formula ²
8 months through 11 months	6-8 fl. oz. breast milk or formula ² 2-4 tbsp. infant cereal ³ 1-4 tbsp. fruit and/or Vegetable	6-8 fl. oz. breast milk or formula ² 2-4 tbsp. infant cereal ³ and/or 1-4 tbsp. meat, fish, poultry, egg yolk, or cooked dry beans or dry peas or ½-2 oz. cheese or 1-4 oz. cottage cheese, cheese food, or cheese spread 1-4 tbsp. fruit and/or vegetable	2-4 fl. oz. breast milk or formula ² , or fruit juice ⁴ 0-1/2 slice bread or 0-2 crackers ⁵ (optional)

¹ Not applicable for contract

² Iron-fortified infant formula

³ Iron-fortified dry infant cereal

⁴ Full-strength fruit juice

⁵ Made from whole-grain or enriched meal or flour