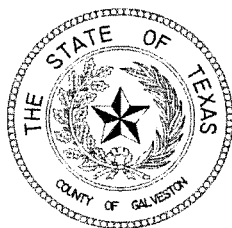


**GALVESTON COUNTY
PURCHASING DEPARTMENT**



REQUEST FOR PROPOSAL

RFP #B212015

FOOD SERVICE FOR JERRY J. ESMOND JUVENILE JUSTICE CENTER

PROPOSAL DUE DATE: 04/28/2021

2:00 P.M.

***Rufus Crowder, CPPO, CPPB
Purchasing Agent
Galveston County
722 Moody (21st Street)
Fifth (5th) Floor
Galveston, Texas 77550
(409) 770-5372***

RFP #B212015
OPEN: 04/28/2021
TIME: 2:00 P.M.



REQUEST FOR PROPOSAL FOOD SERVICE FOR JERRY J. ESMOND JUVENILE JUSTICE CENTER

Sealed proposals in **sets of four (4), one (1) original and three (3) copies**, will be received in the office of the Galveston County Purchasing Agent **until 2:00 P.M. CST, on Wednesday, April 28, 2021**, and opened immediately in that office in the presence of Galveston County Auditor and the Purchasing Agent. Sealed proposals are to be delivered to Rufus G. Crowder, CPPO CPPB, Galveston County Purchasing Agent at the Galveston County Courthouse, 722 Moody, (21st Street), Floor 5, Purchasing, Galveston, Texas 77550, (409) 770-5372. **The time stamp clock located in the Purchasing Agent's office shall serve as the official time keeping piece for this solicitation process. Any proposals received after 2:00 P.M. on the specified date will be returned unopened.**

Purpose:

Galveston County is seeking qualified vendors to provide food service management services for Jerry J. Esmond Juvenile Justice Center School District's participation in the United States Department of Agriculture's School Nutrition Programs.

All proposals must be marked on the outside of the envelope:

RFP #B212015

FOOD SERVICE FOR JERRY J. ESMOND JUVENILE JUSTICE CENTER

Proposers name, return address, and the enclosed label should be prominently displayed on the proposal package for identification purposes.

Specifications can be obtained on application at the office of the Galveston County Purchasing Agent, located in the Galveston County Courthouse, 722 Moody, (21st Street), Floor 5, Purchasing, Galveston, Texas, 77550, or by visiting the Galveston County website @ <http://www.galvestoncountytexas.gov/pu/Pages/OpenSolicitations.aspx>.

Proposal prices shall be either lump sum or unit prices as shown on proposal bid sheets, if applicable. The net price shall be delivered to Galveston County, including all freight, shipping, and license fees. Galveston County is tax exempt and no taxes should be included in proposal pricing.

Upon satisfaction of contractual terms (e.g., goods delivered in promised condition, services rendered as agreed, etc.), contractor shall be paid via Galveston County's normal accounts payable process.

Bonding Requirements:

- **PROPOSAL GUARANTEE:** Evidencing its firm commitment to engage in the contract if Proposer is selected for award of contract, each Proposer is required to furnish with their proposal a Cashier's Check, or an acceptable Proposer's Bond (in the event of requests for bids, this is called a Bidder's Bond), in the amount of five percent (5%) of the total contract price. The Proposer's Bond must be executed with a surety company authorized to do business in the State of Texas. Failure to furnish the bid/proposal guarantee in the proper form and amount, by the time set for opening of bids/proposals may be cause or rejection of the bid/proposal.
- **PERFORMANCE AND PAYMENT BONDS**
Successful proposer, before beginning work, shall execute a performance bond and a payment bond, each of which must be in the amount of the contract. The required payment and performance bonds must each be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1, Vernon's Texas Insurance Code).

The Galveston County Commissioners' Court reserves the right to waive any informality and to reject any and all proposals, and to accept the proposal which, in its opinion, is most advantageous to Galveston County with total respect the governing laws.

Rufus G. Crowder, CPPO CPPB
Purchasing Agent
Galveston County

**REQUEST FOR PROPOSAL
FOOD SERVICE FOR JERRY J. ESMOND JUVENILE JUSTICE CENTER
GALVESTON COUNTY, TEXAS**

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**GENERAL PROVISIONS – REQUEST FOR PROPOSAL
FOOD SERVICE FOR JERRY J. ESMOND JUVENILE JUSTICE CENTER
GALVESTON COUNTY, TEXAS**

1. PROPOSAL PACKAGE

*The Request for Proposal, general and special provisions, drawings, specifications/line item details, contract documents, addenda (if any), and the Proposal are all part of the Proposal package. **PROPOSALS must be submitted in sets of four (4), one (1) unbound original, and three (3) copies** on the forms provided by the County if County forms are provided, and shall include the Proposal sheets completed in their entirety and signed by an authorized representative by original signature. Failure to complete and sign the proposal sheets/contract page(s) may disqualify the proposal from being considered by the Commissioners' Court. Any individual signing on behalf of the Proposer expressly affirms that he or she is duly authorized to tender this proposal and to sign the proposal under the terms and conditions in this request for proposal on behalf of the Proposer and to bind the Proposer to the terms and conditions of this request for proposal and the Proposer's response hereto. Proposer further understands that Proposers' signing of the contract shall be of no effect unless the contract is subsequently awarded by the Commissioners' Court and the contract properly executed by the Commissioners' Court. All figures must be written in ink or typed. Figures written in pencil or with erasures are not acceptable. However, mistakes may be crossed out, corrections inserted, and initialed in ink by the individual signing the bid. If there are discrepancies between unit prices quoted and extensions, the unit price shall prevail. Each Proposer is required to thoroughly review this entire request for proposal package to familiarize themselves with the proposal procedures, the plans and specifications for the requested work, as well as the terms and conditions of the contract the successful Proposer will execute with the County.*

2. PROPOSER'S RESPONSIBILITY

The Proposer must affirmatively demonstrate its responsibility. The Proposer must also meet the following minimum requirements:

- A. have adequate financial resources or the ability to obtain such resources as required;
- B. be able to comply with all federal, state, and local laws, rules, regulations, ordinances and orders regarding this request for proposal;
- C. have a satisfactory record of performance;
- D. have a satisfactory record of integrity and ethics; and
- E. be otherwise qualified and eligible to receive an award.

3. TIME FOR RECEIVING PROPOSALS

Proposals may be submitted by mail or hand delivery and **must be submitted only to the Galveston County Purchasing Agent**. If by delivery, the Proposer must deliver the Proposal to the reception desk in the County Purchasing Agent's Office. The delivery and mailing instructions for the Galveston County Purchasing Agent are the following:

**Rufus Crowder, CPPO CPPB
Galveston County Purchasing Agent
722 Moody, Fifth (5th) Floor
Galveston, Texas 77550**

Proposals will **not** be accepted by facsimile transmission or by electronic mail (email) unless superseded by instructions within the Special Provisions sections of this solicitation. Proposals must be received by the County Purchasing Agent on or before the deadline for the opening of the proposals. For clarity, mailing date/postmark is **not** sufficient – proposals **must be received** by the County Purchasing Agent on or before the deadline. Late proposals

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will not be accepted and will be returned to the proposer unopened. Proposals received prior to the submission deadline will be maintained unopened until the specified time for opening.

The County Purchasing Agent will accept proposals from 8:00 a.m. to 5:00 p.m. on each business day up to the submission deadline. Business days do not include Saturdays and Sundays, and do not include other days in which the County is closed for business in observance of holidays or for other reasons.

The time-stamp clock within the County Purchasing Agent's Office shall be the official time-clock for the purpose of this solicitation and thus shall be the determinant of whether the proposal was timely received.

The proposer should prominently identify the procurement number and name on the outside of the envelope/ mailing package. A label shall be provided for this purpose and usage of the label is preferred. If the proposer fails to identify the request for proposal number and name on the outside of the envelope as required, the Purchasing Agent will open the envelope for the sole purpose of identifying the solicitation number for which the submission was made. The envelope will then be resealed. No liability will attach to a County office or employee for the premature opening of a proposal.

If a proposal is not submitted, return this Request for Proposal and state reason (s), otherwise your name may be removed from the Purchasing Agent's mailing list.

4. COMPETITIVENESS, INTEGRITY, INQUIRIES AND QUESTIONS

To prevent biased evaluations and to preserve the competitiveness and integrity of the procurement process, **proposers are to direct all communications regarding this invitation to bid only to the Galveston County Purchasing Agent**, unless otherwise specifically noted.

Do not contact the requesting department. Attempts by offering firms to circumvent this requirement will be viewed negatively and may result in rejection of the proposal of the firm found to be in non-compliance.

All questions regarding this Request for Proposal must be submitted in writing to:

**Rufus Crowder, CPPO CPPB, Purchasing Agent
722 Moody
Fifth (5th) Floor
Galveston, Texas 77550
Fax: (409) 621-7997
E-mail: purchasing.bids@co.galveston.tx.us**

All questions received and the responses thereto will be mailed, emailed, or faxed to all prospective proposers by addendum. No inquiries except clarification of instructions will be addressed by telephone.

Proposer is advised to carefully review this Request for Proposal – it provides specific information necessary to aid participating firms in formulating a thorough response. Proposer's failure to examine all documents shall not entitle the proposer to any relief from the conditions imposing in the Request for Proposal and the resultant contract.

An authorized person from the proposer must sign the proposal. This signatory must be a person from the submitting firm who is duly authorized to tender and sign the proposal on behalf of the proposer and to bind the proposer to the terms and conditions of this Request for Proposal, the proposer's response, and all other terms and conditions of the contract. By this signature, the proposer further acknowledges that the proposer has read the request for proposal and proposal documents thoroughly before submitting a proposal and will fulfill the obligations in accordance to the terms, conditions, and specifications detailed herein.

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5. PROPOSAL OPENING

The Purchasing Agent shall open the proposals on the date and time specified herein. Only the names of the proposers will be read at the opening. Proposals shall be opened in a manner that avoids disclosure of the contents to competing offerors and that keeps the proposals secret during negotiations. The Purchasing Agent will examine proposals promptly and thoroughly. Upon opening, no proposal may be withdrawn for a period of sixty (60) calendar days after the proposal opening date.

6. WITHDRAWAL OF PROPOSAL/FIRM BID RULE

Proposers may request withdrawal of their sealed proposal prior to the scheduled proposal opening time provided the request for withdrawal is submitted to the Purchasing Agent in writing. No proposals may be withdrawn for a period of sixty (60) calendar days after opening of the proposals.

7. COMMISSIONERS' COURT

No contract is binding on the County until it is properly placed on the Commissioners' Court agenda, approved in open Court, authorized to be executed by the County Judge, and fully executed by both parties.

Department heads and elected officials are not authorized to enter into any type of agreement or contract on behalf of the County. Only the Commissioners' Court acting as a body may enter into a contract on behalf of and contractually bind the County. Additionally, department heads and elected officials are not authorized to agree to any type of supplemental agreements or contracts for goods or services. Supplemental agreements are subject to review by the County Legal Department prior to being accepted and signed by the County's authorized representative.

8. REJECTION OF PROPOSALS/DISQUALIFICATION

Galveston County, acting through its Commissioners' Court, reserves the right to:

- reject any and all proposals in whole or in part received by reason of this request for proposal;
- waive any informality in the proposals received;
- disregard the proposal of any proposer determined to be not responsible;
- disregard the proposal of any proposer determined to have not submitted its proposal timely; and/or
- discontinue its efforts for any reason under this request for proposal package at any time prior to actual execution of contract by the County.

Proposers may be disqualified and rejection of proposals may be recommended to the Commissioners' Court for any of (but not limited to) the following causes:

- A. Failure to use the proposal forms furnished by the County, if applicable;
- B. Lack of signature by an authorized representative of proposer;
- C. Failure to properly complete the proposal;
- D. Engaging in communications regarding this procurement during the pendency of this procurement with County officials and/or personnel who are not within the Purchasing Agent's Office;
- E. Failure to meet the mandatory requirements of this request for proposal; and/or
- F. Evidence of collusion among proposers.

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9. RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS

It is the responsibility of the prospective proposer to review the entire request for proposal packet and to notify the Purchasing Agent if the specifications are formulated in a manner that would restrict competition or appear ambiguous. Any protest or question(s) regarding the specifications or proposal procedures must be received in the Purchasing Agent's Office not less than seventy-two (72) hours prior to the time set for proposal opening. Proposers are to submit their proposal as specified herein or propose an approved equal.

10. SUBSTITUTES/DESCRIPTION OF MATERIALS AND EQUIPMENT

Any brand name or manufacturer reference used herein is intended to be descriptive and not restrictive, unless otherwise noted, and is used to indicate the type and quality of material. The term "or equal" if used, identifies commercially produced items that have the essential performance and salient characteristics of the brand name stated in the item description. All supplies, material, or equipment shall be new and of the most suitable grade for the purpose intended. For clarification, "new" includes products containing recovered materials that are EPA-designated items and additionally see Section 63 of these General Provisions on contracts involving federal funds. It is not the County's intent to discriminate against any materials or equipment of equal merit to those specified. However, if proposer desires to use any substitutions, prior written approval must be obtained from the Purchasing Agent and sufficiently in advance such that an addendum may be issued. All material supplied must be one hundred percent (100%) asbestos free. Proposer, by submission of its proposal, certifies that if awarded any portion of this procurement, the proposer will supply only material and equipment that is 100% asbestos free.

11. EXCEPTIONS TO PROPOSAL

The proposer will list on a separate sheet of paper any exceptions to the conditions of this request for proposal. This sheet will be labeled, "Exceptions to Proposal Conditions", and will be attached to the proposal. If no exceptions are stated, it will be understood that all general and special conditions will be complied with, without exception.

The proposer must specify in its proposal any alternatives it wishes to propose for consideration by the County. Each alternative should be sufficiently described and labeled within the proposal and should indicate its possible or actual advantage to the program being offered.

The County reserves the right to offer these alternatives to other proposers.

12. PRICING

Proposals will be either lump sum or unit prices as shown on the proposal sheet. The net priced items will be delivered to Galveston County, including all freight, shipping, and delivery charges.

Cash discount must be shown on the proposal, otherwise prices will be considered net. Unless prices and all information requested are complete, the proposal may be disregarded and given no consideration.

In case of default by the contractor, the County of Galveston may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the contractor, the difference between the price named in the contract of purchase order and the actual cost thereof to the County of Galveston. Prices paid by the County of Galveston shall be considered the prevailing market price at the time such purchase is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the Purchasing Agent and the Commissioners' Court.

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13. PROCUREMENT CARD (P-CARD) PROGRAM

The County of Galveston participates in a Procurement Card (P-Card) program that allows payments made to a vendor by credit card. This method typically results in substantially faster bill payments, sometimes within three (3) to five (5) days of the actual transaction date. All transaction fees from the card provider are to be paid by the successful contractor. If awarded company will accept payment via credit card (Visa, MasterCard), this should be notated in the Proposal submittal.

14. PASS THROUGH COST ADJUSTMENTS

Except in instances of extreme extenuating circumstances, Contractor prices shall remain firm throughout the contract period and any renewals. Examples of extreme extenuating circumstances include such situations as a nationwide rail strike, oil shortage or oil embargo.

In extreme extenuating circumstances, Contractors may be allowed to temporarily “pass through” additional costs they are forced to incur through no fault of their own. A request for a pass-through cost increase will not be considered unless a Contractor’s cost for the Contractor’s product exceeds 10% over the original cost for the product. Also, the increase in cost must be nationwide and consistent for a minimum period of sixty (60) calendar days. Costs that historically are anticipated to rise over a period of time (for example only, such as wages or insurance costs) do not qualify for pass through. If a Contractor thinks he will be asking for a pass-through cost adjustment during the term of the contract, then the original cost of the product to Contractor must be stated in Contractor’s original proposal.

A request for a pass-through cost does not guarantee that one will be granted. Contractors must submit such information on each request as required by the County Purchasing Agent. The County Purchasing Agent will review each request on a case-by-case basis and if valid submit the request to the Commissioners’ Court for authorization and determination of the appropriateness of each request as well as amount and duration of increase. Contractors will not be permitted any additional compensation for mark-ups or profits based on the increase in price. Rather, such additional compensation will be limited to the actual increase in original cost to the Contractor as such increase is reflected by the original cost stated in the bid. But in no event will the amount of additional compensation exceed 25% increase in Contractor’s original cost for the product as such cost is reflected in Contractor’s original proposal or the duration exceed a period of sixty (60) calendar days. In addition, should the cost, during the period of the pass through, return to normal or decrease to below pre pass through prices, appropriate downward adjustments shall be made. No more than one pass through adjustment will be permitted per year.

15. MODIFICATION OF PROPOSALS

A proposer may modify a proposal by letter at any time prior to the submission deadline for receipt of proposals. Modification requests must be received by the Purchasing Agent prior to the submission deadline. Modifications made before opening time must be initialed by proposer guaranteeing authenticity. Proposals may not be amended or altered after the official opening with the single exception that any product literature and/or supporting data required by the actual specifications, if any, will be accepted at any time prior to the Commissioners’ Court considering of same.

16. PRE-PROPOSAL CONFERENCE

A pre-proposal conference for the purpose of discussing contract requirements and answering questions of prospective proposers may be conducted in this procurement. A pre-proposal conference may be mandatory or voluntary. If the pre-proposal conference is mandatory, then the County is authorized to condition acceptance of a proposal on compliance with attendance. The Special Provisions of this procurement shall specify if a pre-proposal conference is to be held and shall specify whether the pre-proposal conference is mandatory or voluntary. Regardless of whether the pre-proposal conference is mandatory or voluntary, only a principal, officer, or employee of the proposer may

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represent the proposer at the pre-proposal conference and no person may represent more than one proposer at the pre-proposal conference.

17. SIGNATURE OF PROPOSALS

Each proposal shall give the complete name of the proposer and the mailing address of the proposer and be signed by an authorized representative by original signature with the authorized representative's name and legal title typed below the signature line. Each proposal shall include the proposer's Federal Employer Identification Number (FEIN). Failure to sign the Contract page(s) and proposal response sheets may disqualify the proposal from being considered by the County. The person signing on behalf of the proposer expressly affirms that the person is duly authorized to tender the proposal on behalf of the proposer and to sign the proposal sheets and contract under the terms and conditions of this Request for Proposal and to bind the proposer hereto and further understands that the signing of the contract shall be of no effect until it is properly placed on the Commissioners' Court agenda, approved in open Court, authorized to be executed by the County Judge, and fully executed by both parties.

18. AWARD OF PROPOSALS – EVALUATION CRITERIA AND FACTORS

The award will be made to the responsible proposer whose proposal is determined to be the lowest and best evaluated offer demonstrating the best ability to fulfill the requirements set forth in this Request for Proposal. **The proposed cost to the County will be considered firm and cannot be altered after the submission deadline, unless the County invokes its right to request a best and final offer.**

"Lowest and best" means a bid or offer providing the best value considering associated direct and indirect costs, including transport, maintenance, reliability, life cycle, warranties, and customer service after a sale.

In determining the lowest and best bid for a contract for the purchase of earth-moving, material-handling, road maintenance, or construction equipment, the Commissioners' Court may also consider the information submitted under Section 262.0255 of the Local Government Code; and in determining the lowest and best bid for a contract for the purchase of road construction material, the Commissioners' Court may consider the pickup and delivery locations of the bidders and the cost to the county of delivering or hauling the material to be purchased. The Commissioners' Court may award contracts for the purchase of road construction material to more than one bidder if each of the selected bidders submits the lowest and best bid for a particular location or type of material.

Each proposer, by submitting a proposal, agrees that if its' proposal is accepted by the Commissioners' Court, the proposer will furnish all items and services upon which prices have been tendered and upon the terms and conditions in this proposal, including but not limited to the best and final offer if applicable, and the contract.

The contractor shall commence work only after the transmittal of a fully executed contract and after receiving written notification to proceed from the County Purchasing Agent. The contractor will perform all services indicated in the proposal in compliance with this contract.

Neither department heads nor elected officials are authorized to sign any binding contracts or agreements prior to being properly placed on the Commissioners' Court agenda and approved in open court. Department heads and other elected officials are not authorized to enter into any type of agreement or contract on behalf of Galveston County. Only the Commissioners' Court, acting as a body, may enter into a contract on behalf of the County. Additionally, department heads and other elected officials are not authorized to agree to any type of supplemental agreements or contracts for goods or services. Supplemental agreements are subject to review by the County Legal Department prior to being signed by the County's authorized representatives.

The County of Galveston reserves the right to accept proposals on individual items listed, or group items, or on the proposal as a whole; to reject any and all proposals; to waive any informality in the proposals; to disregard proposals

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that are not submitted timely; to disregard the proposals of proposers determined to be not responsible; and to accept the proposal that appears to be in the best interest of the County. The selection process may, however, include a request for additional information or an oral presentation to support the written proposal.

In determining and evaluating the best proposal, the pricing component may not necessarily be controlling, but quality, equality, efficiency, utility, general terms, delivery, suitability of the service offered, and the reputation of the service in general use will also be considered along with any other relevant items.

The County reserves the right to reject any or all proposals in whole or in part received by reason of this Request for Proposal and may discontinue its efforts under this Request for Proposal for any reason or no reason or solely for the County's convenience at any time prior to actual execution of the contract by the County.

A Proposer whose proposal does not meet the mandatory requirements set forth in this request for proposal will be considered non-compliant.

The invitation to submit a proposal which appears in the newspaper, or other authorized advertising mediums, these general provisions, the special specifications which follow, the proposal sheets, forms, and any addenda issued are all considered part of the proposal.

Each proposer, by submitting a proposal, agrees that if its proposal is accepted by the Commissioners' Court, such proposer will furnish all items and services upon the terms and conditions in this request for proposal and the resultant contract.

Notice of contract award is anticipated to be made within ninety (90) days of opening of proposals to the lowest responsive and responsible contractor, whose proposal complies with all the requirements in the request for proposal.

Contractor shall submit to the County, for approval, within ten (10) days from notice of contract award, all Certificates of Insurance evidencing the required coverage as described under Section 37, Requirement of and Proof of Insurance, or if different, then as described within the Special Provisions or resultant contract.

The contractor shall not commence work under these terms and conditions of the contract until all applicable Purchase Orders, Certificates of Insurance, Performance and Payment Bonds, and Irrevocable Letters of Credit (if required) have been approved by the County of Galveston and the Contractor has received notice to proceed in writing and an executed copy of the contract from the County Purchasing Agent.

19. DISPUTE AFTER AWARD/PROTEST

Any actual or prospective Proposer who is allegedly aggrieved in connection with this procurement or award of a contract resulting therefrom may protest. The protest shall be submitted in writing to the Purchasing Agent within seven (7) calendar days after such aggrieved person knows of or should have known of the facts giving rise thereto. If the protest is not resolved by mutual agreement, the Purchasing Agent will promptly issue a decision in writing to the protestant. If the protestant wishes to appeal the decision rendered by the Purchasing Agent, such appeal must be made to the Commissioners' Court through the Purchasing Agent. The decision of the Commissioners' Court will be final. The Commissioners' Court need not consider protests unless this procedure is followed.

20. PUBLIC INFORMATION ACT (f/k/a Open Records Act)

The proposer acknowledges that the County is a government body for purposes of the Public Information Act, codified as Chapter 552 of the Texas Government Code, and as such is required to release information in accordance with the provisions of the Public Information Act.

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If proposer considers any of its submitted information to be proprietary in nature, trade secret, or otherwise confidential, then it must clearly and conspicuously mark such information as proprietary, trade, secret, or confidential. By the submission of its proposal, proposer expressly affirms that it has clearly and conspicuously marked any information within its submission that proposer considers confidential, proprietary, and/or trade secret.

In the event the County receives a request for information under the Public Information Act seeking information that the proposer has marked as confidential, proprietary, and /or trade secret, then the County agrees that it shall provide notice to the proposer of the request for information and the request for decision process under the Public Information Act. Thus, the County will submit the initial correspondence to the Texas Attorney General – however, the burden is and shall be on the proposer to submit correspondence to the Attorney General if the proposer wishes its information to be withheld. Proposer is deemed to have knowledge of the Public Information Act. **By the submission of its proposal, proposer expressly acknowledges that the burden to withhold its' information from public disclosure lays with the proposer;** thus, proposer further acknowledges and agrees that it shall submit comments to the Texas Attorney General in the request for decision process if proposer wishes to have its' information withheld from public disclosure.

21. PROPOSER'S E-MAIL ADDRESSES – CONSENT TO DISCLOSURE

Notwithstanding the foregoing Section 20, proposer acknowledges and agrees that the confidentiality of any and all email addresses proposer uses or discloses in communicating with the County are open to the public in accordance with Section 552.137 of the Government Code and proposer consents to the release of its email addresses.

22. RESULTANT CONTRACT

Proposer shall correctly and fully execute the resultant contract first. After this, the contract shall be set for consideration by the Commissioners' Court. If the Commissioners' Court authorizes the execution of the contract, the resultant contract shall become effective upon the Commissioners' Court execution of same, provided that the contract is executed by all parties to the contract. Contract documents shall consist of the contract, the General and Special Provisions, drawings, proposal package (including best and final offer(s) if such is utilized), any addenda issued, and any change orders issued during the work. If applicable to the attached proposal, proposer must sign three (3) original contracts and return all three with their proposal submittal.

Proposer should submit a proposed contract with its proposal or its sample material terms and conditions for review and consideration.

23. CONTRACT TERM

The term of the resultant contract will begin on the date of full execution or the execution by the Commissioners' Court, whichever is later, and will terminate on the date specified in the resultant contract unless terminated earlier as herein set forth.

24. TERMINATION FOR DEFAULT

Failure of either party in the performance of any of the provisions of this contract shall constitute a breach of contract, in which case either party may require corrective action within ten (10) business days from date of receipt of written notice citing the exact nature of such breach. Failure of the party being notified to take corrective action within the prescribed ten (10) business days, or failure to provide written reply of why no breach has occurred, shall constitute a Default of Contract.

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All notices relating to default by proposer of the provisions of the contract shall be issued by the County through its Legal Department, and all replies shall be made in writing to the County Legal Department. Notices issued by or issued to anyone other than the County Legal Department shall be null and void and shall be considered as not having been issued or received.

Galveston County reserves the right to enforce the performance of this contract in any manner prescribed by law in the event of breach or default of this contract, and may contract with another party, with or without solicitation of proposals or further negotiations. At a minimum, proposer shall be required to pay any difference in service or materials, should it become necessary to contract with another source, plus reasonable administrative costs and attorney fees.

In the event of Termination for Default, Galveston County, its agents or representatives shall not be liable for loss of any profits anticipated to be made by proposer.

In addition to the remedies stated herein, the County has the right to pursue other remedies permitted by law or in equity.

No waiver by either party of any event of default under this agreement shall operate as a waiver of any subsequent default under the terms of this agreement.

County reserves the right to terminate this contract immediately in the event proposer:

- A. Fails to meet delivery or completion schedules; and/or
- B. Fails to otherwise perform in accordance with the accepted proposal and the contract.

25. TERMINATION FOR CONVENIENCE

County may terminate this contract upon at least thirty (30) calendar days prior written notice for its convenience or for any reason deemed by the County to serve the public interest. As well, County may terminate this contract upon thirty (30) calendar days prior written notice for any reason resulting from any governmental law, order, ordinance, regulation, or court order. In no event shall County be liable for loss of any profits anticipated to be made hereunder by proposer should this contract be terminated early.

26. FORCE MAJEURE

If by reason of Force Majeure either Party shall be rendered unable, wholly or in part, to carry out its responsibilities under this contract by any occurrence by reason of Force Majeure, then the Party unable to carry out its responsibility shall give the other Party notice and full particulars of such Force Majeure in writing within a reasonable time after the occurrence of the event, and such notice shall suspend the Party's responsibility for the continuance of the Force Majeure claimed, but for no longer period.

Force Majeure means acts of God, floods, hurricanes, tropical storms, tornadoes, earthquakes, or other natural disasters, acts of a public enemy, acts of terrorism, sovereign conduct, riots, civil commotion, strikes or lockouts, and other causes that are not occasioned by either Party's conduct which by the exercise of due diligence the Party is unable to overcome and which substantially interferes with operations.

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27. ESTIMATED QUANTITIES

Any reference to quantities shown in the request for proposal is an estimate only. Since the exact quantities cannot be predetermined, the County reserves the right to adjust quantities as deemed necessary to meet its requirements.

28. CONTRACTOR INVESTIGATION

Before submitting a proposal, each proposer shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by the County upon which the contractor will rely. Proposer shall exercise due diligence and is further charged with knowledge of the local, State, and Federal laws, rules, and regulations applicable to this contract. If the proposer receives an award as a result of its proposal submission in this procurement, the proposer's failure to have made such investigations and examinations will in no way relieve the proposer from its obligation to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation and/or for excused nonperformance.

29. NO COMMITMENT BY COUNTY OF GALVESTON

This request for procurement does not commit the County of Galveston to award any costs or pay any costs, or to award any contract, or to pay any costs associated with or incurred in the preparation of a proposal in response to this request for proposal and does not commit the County of Galveston to procure or contract for services or supplies.

30. PROPOSAL COSTS BORNE BY PROPOSER

Galveston County shall not be liable for any costs incurred by proposer in preparation, production, or submission of a proposal, including but not limited to best and final offer if applicable. As well, Galveston County shall not be liable for any work performed by proposer prior to issuance of fully executed contract and properly issued notice to proceed. Galveston County shall not be liable for any costs incurred by proposer by reason of attending a pre-proposal conference. Galveston County shall not be liable for any costs incurred by proposer by reason of the County invoking use of best and final offers.

31. BEST AND FINAL OFFERS (BAFO)

In acceptance of proposals, the County reserves the right to negotiate further with one or more of the proposers as to any features of their proposals and to accept modifications of the work and price when such action will be in the best interest of the County. This includes, but is not limited to, the solicitation of a Best and Final Offer from one or more of the proposers. If a Best and Final Offer is invoked, this allows acceptable proposers the opportunity to amend, change, or supplement their original proposal. Proposers may be contacted in writing by the Purchasing Agent, requesting that they submit their Best and Final Offer. Any such Best and Final Offer must include discussed and negotiated changes.

32. SINGLE PROPOSAL RESPONSE

If only one proposal is received in response to the request for proposal, a detailed cost proposal may be requested of the single proposer. A cost/price analysis and evaluation and/or audit may be performed of the cost proposal in order to determine if the price is fair and reasonable.

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33. CHANGES IN SPECIFICATIONS

If it becomes necessary to revise any part of this proposal, a written notice of such revision will be provided to all proposers in the form of addenda. The County is not bound by any oral representations, clarifications, or changes made in the written specifications by the County's employees or officials, unless such clarification or change is provided to proposers in a written addendum from the Purchasing Agent. Proposers are advised to inquire prior to the submission deadline as to whether any addenda to this request for proposal have been issued, as the successful proposer will be required to abide by such addenda.

The County of Galveston reserves the right to revise or amend the specifications up to the time set for opening of proposals. Such revisions and amendments, if any, shall be announced by form of addenda. Copies of such addenda (or addendum in the event only one addendum is issued in the procurement) shall be furnished to all prospective contractors. Prospective contractors are defined as those contractors listed on the County's request for proposal list for this material/service or those who have obtained documents from the Purchasing Agent's Office subsequent to the advertisement. If revisions and amendments require changes in quantities or prices proposed, or both, the date set for opening of proposals may be postponed by such number of days as in the opinion of the County shall enable prospective contractors to revise their proposals. In any case, the proposal opening shall be at least seven (7) business days after the last revising or amendment addendum and the addendum shall include an announcement of the new date, if applicable, for the opening of proposals.

34. PROPOSAL IDEAS AND CONCEPTS

The County reserves to itself the right to adopt or use for its benefit, any concept, plan, or idea contained in any proposal.

35. PROPOSAL DISCLOSURES

While this procurement is pending, the names of those who submitted proposals will not be made public unless in conformity with the County Purchasing Act. Likewise, no pricing, staffing, or other contents of the proposal information will be released unless in conformity with the County Purchasing Act. Proposers are requested to withhold all inquiries regarding their proposal or other submissions until after an award is made. No communication is to be had with any County employee or official, other than the County Purchasing Agent, regarding whether a proposal was received - violations of this provision may result in the rejection of a proposal.

36. INDEMNIFICATION

The contractor agrees to assume all risks and responsibility for, and agrees to indemnify, defend, and save harmless, the County of Galveston, its elected and appointed officials and department heads, and its agents and employees from and against all claims, demands, suits, actions, recoveries, judgments, and costs and expenses including reasonable attorney's fees for the defense thereof, arising out of or in connection therewith on account of the loss of life, property or injury or damage to the person which shall arise from contractor's operations under this contract, its use of County facilities and/or equipment or from any other breach on the part of the contractor, its employees, agents or any person(s), in or about the County's facilities with the expressed or implied consent of the County. Contractor shall pay any judgment with cost which may be obtained against Galveston County resulting from contractor's operations under this contract.

Contractor agrees to indemnify and hold the County harmless from all claims of subcontractors, laborers incurred in the performance of this contract. Contractor shall furnish satisfactory evidence that all obligations of this nature herein above designated have been paid, discharged or waived. If Contractor fails to do so, then the County reserves the right to pay unpaid bills of which County has written notice direct and withhold from Contractor's unpaid compensation a sum of money reasonably sufficient to liquidate any and all such lawful claims.

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37. REQUIREMENT OF AND PROOF OF INSURANCE

The successful proposer shall furnish evidence of insurance to the County Purchasing Agent and shall maintain such insurance as required hereunder or as may be required in the Special Provisions or resultant contract, if different. Contractor shall obtain and thereafter continuously maintain in full force and effect, commercial general liability insurance, including but not limited to bodily injury, property damage, and contractual liability, with combined single limits as listed below or as may be required by State or Federal law, whichever is greater.

- A. For damages arising out of bodily injury to or death of one person in any one accident :
ONE HUNDRED THOUSAND AND NO/100 (\$100,000.00) DOLLARS.
- B. For damages arising out of bodily injury to or death of two or more persons in any one accident:
THREE HUNDRED THOUSAND AND NO/100 (\$300,000.00) DOLLARS.
- C. For any injury to or destruction of property in any one accident :
ONE HUNDRED THOUSAND AND NO/100 (\$100,000.00) DOLLARS.

Insurance shall be placed with insurers having an A.M. Best's rating of no less than A. Such insurance must be issued by a casualty company authorized to do business in the State of Texas, and in standard form approved by the Board of Insurance Commissioners' of the State of Texas, with coverage provisions insuring the public from loss or damage that may arise to any person or property by reason of services rendered by Contractor.

Galveston County shall be listed as the additional insured on policy certificates and shall be provided with no less than thirty (30) calendar days prior notice of any changes to the policy during the contractual period.

Certificates of Insurance, fully executed by a licensed representative of the insurance company written or countersigned by an authorized Texas state agency, shall be filed with the County Purchasing Agent within ten (10) business days of issuance of notification from the County Purchasing Agent to proposer that the contract is being activated as written proof of such insurance and further provided that proposer shall not commence work under this contract until it has obtained all insurance required herein, provided written proof as required herein, and received written notice to proceed issued from the County Purchasing Agent.

Proof of renewal/replacement coverage shall be provided prior to the expiration, termination, or cancellation date of any policy and Galveston County shall be named as an additional insured on any such renewal/replacement coverage and a certificate of insurance showing such shall be provided to the Purchasing Agent. Said insurance shall not be cancelled, permitted to expire, or changed without at least thirty (30) days prior written notice to the County.

Insurance required herein shall be maintained in full force and effect during the life of this contract and shall be issued on an occurrence basis. Contractor shall require that any and all subcontractors that are not protected under the Contractor's own insurance policies take and maintain insurance of the same nature and in the same amounts as required of Contractor and provide written proof of such insurance to Contractor. Proof of renewed/replacement coverage shall be provided prior to the expiration, termination, or cancellation date of any policy. Contractor shall not allow any subcontractor to commence work on the subcontract until such insurance required for the subcontractor has been obtained and approved.

Workers' Compensation Insurance: Successful proposer shall carry in full force Workers' Compensation Insurance Policy(ies), if there is more than one employee, for all its' employees, including but not limited to full time, part time, and emergency employees employed by the successful proposer. Current insurance certificates certifying that such policies as specified above are in full force and effect shall be furnished by successful proposer to the County.

Insurance is to be placed with insurers having a Best rating of no less than A. The proposer shall furnish the County with certificates of insurance and original endorsements affecting coverage required by these insurance clauses within

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ten (10) business days of receiving notification from the County Purchasing Agent that the contract is being activated. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The proposer shall be required to submit annual renewals for the term of this contract prior to expiration of any policy.

In addition to the remedies stated herein, the County has the right to pursue other remedies permitted by law or in equity.

The County agrees to provide proposer with reasonable and timely notice of any claim, demand, or cause of action made or brought against the County arising out of or related to utilization of the property. Proposer shall have the right to defend any such claim, demand, or cause of action at its sole cost and expense and within its sole and exclusive discretion. The County agrees not to compromise or settle any claim or cause of action arising out of or related to the utilization of the property without the prior written consent of the proposer.

In no event shall the County be liable for any damage to or destruction of any property belonging to the proposer.

Subrogation Waiver. Proposer and proposer's insurance carrier waive any and all rights to subrogation against Galveston County in regard to any suit or claim arising out of personal injury or property damage resulting from proposer's performance under this agreement.

38. PROPOSAL GUARANTEE

Unless specified differently within the Special Provisions of this procurement, each proposer shall be required to submit a proposal guarantee with its proposal as required within this Section.

Evidencing its firm commitment to engage in contract if proposer is selected for award of contract, each proposer is required to furnish with their bid a cashier's check or an acceptable proposer's bond (generally, a bid bond) in the amount of five percent (5%) of the total contract price. If proposer is using a bond, then the bond must be executed with a surety company authorized to do business in the State of Texas. Failure to furnish the proposal guarantee in the proper form and amount, by the time set for opening of proposals may be cause for rejection of the proposal.

The cashier's check or proposer bond (as applicable) will be returned to each respective unsuccessful proposer(s) subsequent to the Commissioners' Court award of contract and shall be returned to the successful proposer upon the completion and submission of all contract documents. Provided however, that the cashier's check or proposer bond will be forfeited to the County as liquidated damages should successful proposer fail to execute the contract within thirty (30) days after receiving notice of the acceptance of its proposal.

39. PERFORMANCE AND PAYMENT BONDS (if required)

Successful proposer, before beginning work, shall execute a performance bond and a payment bond, each of which must be in the amount of the contract. The required payment and performance bonds must each be executed by a corporate surety authorized to write surety bonds in the State of Texas and in accordance with Chapter 3503 of the Insurance Code (codified in 2005 and originally within Section 1, Chapter 87, Acts of the 56th Leg., R.S., 1959, and in Article 7.19-1, Vernon's Texas Insurance Code).

The performance and payment bonds must each clearly and prominently display on the bond or on an attachment to the bond:

- a.) The name, mailing address, physical address, and telephone number, including the area code, of the surety company to which any notice of claim should be sent; or

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- b.) The toll-free telephone number maintained by the Texas Department of Insurance under Subchapter B, Chapter 521, Insurance Code, and a statement that the address of the surety company to which any notice of claim should be sent may be obtained from the Texas Department of Insurance by calling the toll free-telephone number.

The performance bond shall be solely for the protection of Galveston County, in the full amount of the contract, and conditioned on the faithful performance of the work in accordance with the plans, specifications, and contract documents. The payment bond is solely for the protection and use of payment bond beneficiaries who have a direct contractual relationship with the prime contractor or a subcontractor to supply labor or material, and in the amount of the contract.

The payment and performance bonds required to be furnished herein must be furnished before the contractor begins work and are a requirement for issuance of a Notice to Proceed. Such bonds must be furnished to the Galveston County Purchasing Agent within thirty (30) calendar days after the date of the full execution of the contract or, if applicable, as required under Chapter 2253, Government Code, whichever is earlier. Contractor's failure to provide the required payment and performance bonds within such time period shall constitute an event of default under this contract. Contractor shall not commence work until all applicable certificates of insurance, performance bonds, and payment bonds have been received and approved by the County Purchasing Agent and the Contractor receives notice to proceed in writing that has been issued by the County Purchasing Agent.

Additionally, if this request for proposal is for the award of a public works contract, then compliance with Chapter 2253 of the Texas Government Code, which is known as the McGregor Act, is mandatory. Performance and payment bonds are required to be furnished in accordance with Chapter 2253 of the Texas Government Code. Proposer should familiarize itself with the entire provisions of Chapter 2253 of the Texas Government Code.

40. PATENT AND COPYRIGHT PROTECTION

The proposer agrees at its sole expense to protect the County from claims involving infringement of patents, copyright, trademark, trade secret, or other intellectual property rights. **Proposer shall indemnify and save harmless the County of Galveston, its officers, employees, and agents, from liability of any nature and kind whatsoever, including without limitation cost and expenses, for or on account of any copyrighted, trademarked, trade secret, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, or other intellectual property rights, including its use by the County.** Proposer also agrees that if proposer is awarded this contract, that no work performed hereunder shall be subject to patent, copyright, or other intellectual property by proposer.

41. CONFLICT OF INTEREST DISCLOSURE REPORTING (FORM CIQ)

Proposer may be required under Chapter 176 of the Texas Local Government Code to complete and file a conflict of interest questionnaire (CIQ Form). The CIQ Form pertains to business relationship, gift giving and family relationship reporting. If proposer is required to file a CIQ Form, then the completed CIQ Form must be filed with the County Clerk of Galveston County, Texas.

Business relationship. If proposer has an employment or other business relationship with a local government officer of Galveston County or with a family member of a local government officer of Galveston County that results in the officer or family member of the officer receiving taxable income that exceeds \$2,500.00 during the preceding 12-month period, then proposer **MUST** complete a CIQ Form and file the original of the CIQ Form with the County Clerk of Galveston County.

Gift-giving. If proposer has given a local government officer of Galveston County or a family member of a local government officer of Galveston County one or more gifts with an aggregate value of more than one-hundred dollars

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(\$100.00) during the preceding 12-months, then proposer **MUST** complete a CIQ Form and file the original of the CIQ Form with the County Clerk of Galveston County.

Family member. For purposes of the business relationship and gift giving reporting requirements, a “family member” means a person related to another person with the first degree of consanguinity or affinity, as described by Subchapter B, Chapter 573, Texas Government Code. Examples of persons within the first degree by consanguinity or affinity include a son, daughter, father, mother, spouse, son-in-law, daughter-in-law, father-in-law, mother-in-law, stepson, stepdaughter, stepmother, and stepfather.

Family relationship. If proposer has a “family relationship” with a local government officer of Galveston County then proposer **MUST** complete a CIQ Form and file the original of the CIQ Form with the County Clerk of Galveston County, regardless of whether proposer has a business relationship or has given gifts to the local government officer or a family member of the local government officer. For this purpose, “family relationship” means proposer is related within the third degree by consanguinity or the second degree by affinity, as those terms are defined under Chapter 573 of the Texas Government Code, to a local government officer of Galveston County. Examples of such relationships include a son, daughter, mother, father, brother, sister, grandchild, great-grandchild, grandparent, great-grandparent, niece, nephew, uncle, aunt, spouse, mother-in-law, father-in-law, daughter-in-law, son-in-law, spouse’s grandchild, spouse’s grandparent, grandparent’s spouse, grandchild’s spouse, stepson, stepdaughter, stepmother, and stepfather.

Proposer must file its original CIQ Form with the Galveston County Clerk. The Galveston County Clerk has offices at the following locations:

Galveston County Clerk
Galveston County Justice Center, Suite 2001
600 59th Street
Galveston, Texas 77551

Galveston County Clerk
North County Annex, 1st Floor
174 Calder Road
League City, Texas 77573

Again, if proposer is required to file a CIQ Form, the original completed form is filed with the Galveston County Clerk (**not the Purchasing Agent**).

For proposer’s convenience, a blank CIQ Form is enclosed with this proposal package. Blank CIQ Form(s) may also be obtained by visiting the Purchasing Agent’s website – this website is linked from the Galveston County homepage, at <http://www.galvestoncountytexas.gov>.

Chapter 176 specifies deadlines for the filing of CIQ Forms (both initial filings and updated filings).

It is proposer’s sole responsibility to file a true and complete CIQ Form with the Galveston County Clerk if proposer is required to file by the requirements of Chapter 176 of the Local Government Code. Proposer is advised that it is an offense to fail to comply with the disclosure reporting requirements dictated under Chapter 176 of the Texas Local Government Code, and the failure to file may be grounds to void the contract, if proposer is awarded a contract.

If proposer has any questions about compliance with Chapter 176, proposer may wish to consult its’ legal counsel. Compliance is the individual responsibility of each person, business, and agent who is subject to Chapter 176 of the Texas Local Government Code.

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42. DISCLOSURE OF INTERESTED PARTIES/FORM 1295

Under Section 2252.908 of the Government Code, any business entity that enters into a contract with Galveston County that requires the approval of the Commissioners' Court must submit a "Disclosure of Interested Parties" to the County prior to the execution of the contract. This form, the "Disclosure of Interested Parties" form was promulgated by the Texas Ethics Commission, and is the "Form 1295". **This procurement is subject to these requirements.**

The Texas Ethics Commission was charged with promulgating rules to implement Section 2252.908 of the Government Code. The rules adopted by the Texas Ethics Commission are located at Sections 46.1, 46.3, and 46.5 of Title 1 of the Texas Administrative Code. Thus, the law covering these requirements is located at Section 2252.908 of the Government Code, and in Title 1, Sections 46.1, 46.3, and 46.5 of the Texas Administrative Code.

The Texas Ethics Commission's website is: www.ethics.state.tx.us. The area of the Texas Ethics Commission website pertaining to Form 1295 is:

www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm.

Form 1295 must be completed electronically through the Texas Ethics Commission website (handwritten forms are not allowable). Once the business entity has completed their electronic filing of Form 1295, then the business entity must print out the electronically completed form, and sign and notarize the Form 1295. Once Form 1295 is signed and notarized, the business entity must submit their completed, signed, and notarized Form 1295 to the Galveston County Purchasing Agent.

Successful Proposer is and shall be subject to these requirements, and no resultant contract may be executed by the Commissioners' Court until the completed, signed, and notarized Form 1295 is on file with the County Purchasing Agent.

No portion of the Form 1295 process commits the County to any type of award of contract whatsoever.

After the Purchasing Agent's Office receives the completed, signed, and notarized Form 1295, the Purchasing Agent's Office will, within 30 days, go the Texas Ethics Commission website to submit electronic confirmation of the County's receipt of the completed, signed, and notarized Form 1295.

43. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS & REQUIREMENT TO REGISTER IN SAM

Proposer certifies that neither it, nor any of its Principals, are presently debarred, suspended, proposed for debarment, disqualified, excluded, or in any way declared ineligible for the award of contracts by any Federal agency. Contractor agrees that it shall refund Galveston County for any payments made to Contractor while ineligible. Contractor acknowledges that Contractor's uncured failure to perform under this Agreement, if such should occur, may result in Contractor being debarred from performing additional work for the County, the respecting State Agency administering the grant funding the contract, if applicable, the State, FEMA or HUD (as applicable), and other Federal and State entities. Further, proposer has executed the Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters and returned the fully completed and executed original certification with the submission of its proposal. **The truthful and fully completed and executed original of the Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters must be included with the submission of proposer's proposal and is a mandatory requirement of this request for proposal. Proposer's failure to include the fully completed and executed original of this Certification shall be considered non-compliance with the requirements of this request for proposal and grounds for the rejection of proposer's proposal.** Proposer shall immediately notify the County Purchasing Agent if it becomes debarred or suspended, placed on the Consolidated List of Debarred Contractors, or in any other way becomes ineligible for award of contract

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by any Federal agency. This Certification is a material fact relied upon by Galveston County; if it is later determined that the contractor did not comply with 2 C.F.R. Part 180 and 2 C.F.R. Part 3000, in addition to the remedies available to Galveston County and the State agency administering this grant, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment of contractor.

If the contract to be awarded pursuant to this procurement involves the use of Federal funds, then proposer must also be registered in the Federal Contractor Registry through the System for Award Management (SAM) to be eligible for award of contract pursuant to this procurement.

Information regarding the SAM is available at:

<http://www.federalcontractorregistry.com/?gclid=CIG1hf2rr8wCFYkCaQoducANZw> or at
<https://www.sam.gov/portal/SAM/#1>.

No contract involving the use of Federal funds may be awarded to any proposer unless and until such registration is current and in good standing under SAM. Successful proposer must maintain SAM registration throughout the entire term of the agreement with the County. If this contract involves the use of Federal funds, then proposer must enclose proof of such SAM registration within its response, which is also a mandatory requirement of this procurement; failure to enclose such proof shall be considered non-compliance with the requirements of this procurement and grounds for the rejection of proposer's response to this procurement (i.e., bid, proposal, or qualifications statement, as applicable).

44. **TRANSACTIONS WITH TERRORIST ORGANIZATIONS PROHIBITED (Texas Government Code 2252.151, 2252.152)**

Prohibition on contracts with certain companies per Government Code 2252.151 Definitions:

(1)“**Company**” has the meaning assigned by Section 806.001.

(2)“**Foreign terrorist organization**” means an organization designated as a foreign terrorist organization by the United States secretary of state as authorized by 8 U.S.C. Section 1189.

(3)“**Governmental contract**” means a contract awarded by a governmental entity for general construction, an improvement, a service, or a public works project for a purchase of supplies, materials, or equipment. The term includes a contract to obtain a professional or consulting service subject to Government Code, Chapter 2254.

(4)“**Governmental entity**” has the meaning assigned by Government Code, Section 2252.001.

Pursuant to Chapter 2252, Texas Government Code, Contractor shall certify that, at the time of execution of this Contract, neither the Contractor, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same (1) engages in business with Iran, Sudan, or any foreign terrorist organization as described in Chapters 806 or 807 of the Texas Government Code, or Subchapter F of Chapter 2252 of the Texas Government Code, or (2) is a company listed by the Texas Comptroller of Public Accounts under Sections 806.051, 807.051, or 2252.153 of the Texas Government Code.

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45. VERIFICATION NOT TO BOYCOTT ISRAEL

Prohibition on contracts with companies boycotting Israel per Government Code 2271.001 Definitions:

- (1) "Boycott Israel" has the meaning assigned by Section 808.001.
- (2) "Company" has the meaning assigned by Section 808.001; except that the term does not include a sole proprietorship.
- (2) "Governmental entity" has the meaning assigned by Government Code, Section 2251.001.

PROVISION REQUIRED IN CONTRACT. (a) This section applies only to a contract that:

- (1) is between a governmental entity and a company with 10 or more full-time employees; and
- (2) has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.

(b) A governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

- (1) does not boycott Israel; and
- (2) will not boycott Israel during the term of the contract.

As required by GOVERNMENT CODE, CHAPTER 2271, **CONTRACTOR hereby verifies that it does not boycott Israel and will not boycott Israel throughout the term of this Agreement.** For the purposes of this verification, "Boycott Israel" means refusing to deal with, terminating business activities, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

46. SOVEREIGN IMMUNITY

The County specifically reserves any claim it may have to sovereign, qualified, or official immunity as a defense to any action arising in conjunction with this contract.

47. CONTROLLING LAW AND VENUE

Proposer acknowledges and agrees that the contract is and shall be governed and construed by the laws of the State of Texas and that venue shall lie exclusively in a court of competent jurisdiction in Galveston County, Texas.

48. MERGERS, ACQUISITIONS

The Proposer shall be required to notify the County of any potential for merger or acquisition of which there is knowledge at the time that a proposal is submitted.

If subsequent to the award of any contract resulting from this request for proposal the proposer shall merge or be acquired by another firm, the following documents must be submitted to the County:

- A. Corporate resolutions prepared by the awarded Bidder and the new entity ratifying acceptance of the original contract, terms, conditions and prices;
- B. New entity's Federal Identification Number (FEIN);

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- C. New entity's proposed operating plans;
- D. New entity's proof of registration in SAM for contracts involving Federal funds;
- E. New entity's certification regarding debarment;
- F. New entity's certification regarding lobbying; and
- G. W-9 Form for new entity

Moreover, proposer is required to provide the County with notice of any anticipated merger or acquisition as soon as proposer has actual knowledge of the anticipated merger or acquisition. The New Proposer's proposed plan of operation must be submitted prior to merger to allow time for submission of such plan to the Commissioners' Court for its approval.

49. DELAYS

The County reserves the right to delay the scheduled commencement date of the contract if it is to the advantage of the County. There shall be no additional costs attributed to these delays should any occur. Proposer agrees it will make no claims for damages, for damages for lost revenues, for damages caused by breach of contract with third parties, or any other claim by proposer attributed to these delays, should any occur. In addition, proposer agrees that any contract it enters into with any third party in anticipation of the commencement of the contract will contain a statement that the third party will similarly make no claim for damages based on delay of the scheduled commencement date of the contract.

50. ACCURACY OF DATA

Information and data provided through this request for proposal are believed to be reasonably accurate.

51. SUBCONTRACTING/ASSIGNMENT

Proposer shall not assign, sell, or otherwise transfer its contract in whole or in part without prior written permission of the County acting by and through its Commissioners' Court. Such consent, if granted, shall not relieve the proposer of any of its responsibilities under this contract.

52. INDEPENDENT CONTRACTOR

Proposer expressly acknowledges that it is an independent contractor. Nothing in this agreement is intended nor shall be construed to create an agency relationship, an employer/employee relationship, a joint venture relationship, or any other relationship allowing County to exercise control or direction over the manner or method by which proposer or proposer's subcontractors perform in providing the requirements stated in the request for proposal.

53. MONITORING PERFORMANCE

The County shall have the unfettered right to monitor and audit the proposer's work in every respect. In this regard, the proposer shall provide its full cooperation and insure the cooperation of its employees, agents, assigns, and subcontractors. Further, the proposer shall make available for inspection and/or copying when requested, original data, records, and accounts relating to the proposer's work and performance under this contract. In the event any such material is not held by the proposer in its original form, a true copy shall be provided.

54. SUBJECT TO APPROPRIATION OF FUNDS

State law prohibits the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved by the Commissioners' Court. Galveston County anticipates this to be an integral part of future budgets to be approved during the periods of this contract, except for unanticipated needs or events which may prevent such payments

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against this contract. However, Galveston County cannot guarantee the availability of funds, and enters into this contract only to the extent such funds are made available through appropriation (allocation) by the Commissioners' Court. This contract shall not be construed as creating any debt on behalf of the County of Galveston in violation of TEX. CONST. art. XI, § 7, and it is understood that all obligations of Galveston County are subject to the availability of funds.

55. CONTRACTS SUBJECT TO GRANT FUNDING

Notwithstanding the foregoing, if the contract to be awarded by this procurement is funded with Federal or State grant funds, the proposer acknowledges that the obligations of the County under the contract are contingent upon the continued availability of grant funding to meet the County's obligations. If the grant(s) to the County is reduced, de-obligated, or otherwise discontinued or terminated, Contractor agrees that the County may immediately terminate the contract without penalty or any liability whatsoever on the part of the County, the State, or the Federal awarding agency.

56. PROCUREMENT ETHICS

Galveston County is committed to the highest ethical standards. Therefore, it is a serious breach of the public trust to subvert the public purchasing process by directing purchases to certain favored vendors, or to tamper with the competitive bidding process, whether it's done for kickbacks, friendship or any other reason. Since misuse of the purchasing power of a local government carries criminal penalties, and many such misuses are from a lack of clear guidelines about what constitutes an abuse of office, the Code of Ethics outlined below must be strictly followed.

Galveston County also requires ethical conduct from those who do business with the County.

CODE OF ETHICS – Statement of Purchasing Policy:

Public employment is a public trust. It is the policy of Galveston County to promote and balance the objective of protecting the County's integrity and the objective of facilitating the recruitment and retention of personnel needed by Galveston County. Such policy is implemented by prescribing essential standards of ethical conduct without creating unnecessary obstacles to entering public office.

Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the Galveston County procurement organization.

To achieve the purpose of this Article, it is essential that those doing business with Galveston County also observe the ethical standards prescribed herein.

General Ethical Standards:

It shall be a breach of ethics to attempt to realize personal gain through public employment with Galveston County by any conduct inconsistent with the proper discharge of the employee's duties.

It shall be a breach of ethics to attempt to influence any public employee of Galveston County to breach the standards of ethical conduct set forth in this code.

It shall be a breach of ethics for any employee of Galveston County to participate directly or indirectly in a procurement when the employee knows that:

- The employee or any member of the employee's family, has a financial interest pertaining to the procurement;

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- A business or organization in which the employee or any member of the employee's family, has a financial interest pertaining to the procurement; or
- Any other person, business, or organization with which the employee or any member of the employee's family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

Gratuities:

It shall be a breach of ethics for any person to offer, give, or agree to give any employee or former employee of Galveston County, or for any employee or former employee of Galveston County to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or bid pending before this government.

Kickbacks:

It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for Galveston County, or to any person associated therewith, as an inducement for the award of a contract, subcontract or order.

Contract Clause:

The prohibition against gratuities and kickbacks prescribed above shall be conspicuously set forth in every contract and solicitation by Galveston County.

Confidential Information:

It shall be a breach of ethics for any employee or former employee of Galveston County to knowingly use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any other person.

Prohibition against Contingent Fees:

It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a Galveston County contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. Failure to abide by this section constitutes a breach of ethical standards.

Representation:

Proposer represents and warrants, by signing and submitting its proposal, that it has not retained anyone in violation of this section prohibiting contingent fees.

Contract Clause:

The representation prescribed above shall be conspicuously set forth in every contract and solicitation thereof.

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57. NON-COLLUSION AFFIDAVIT

Proposer certifies, by signing and submitting a proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the contractor has not directly or indirectly induced or solicited another contractor to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any contractor or anyone else to put in a sham proposal or that anyone shall refrain from bidding; that the contractor has not in any manner, directly or indirectly, sought by agreement, communications, or conference with anyone to fix the bid price of the contractor or any other proposer, or to fix any overhead, profit or cost element of the proposal price, or that of any other contractor, or to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that the contractor has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any cooperation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

A blank Non-Collusion Affidavit is included with this proposal packet. Proposer must enclose a truthful and fully executed original Non-Collusion Affidavit with the submission of its proposal. This is a mandatory requirement of this request for proposal. Failure to include the truthfully and fully executed Non-Collusion Affidavit in the submission of its proposal shall be considered non-compliance with the requirements of this request for proposal by the Proposer and grounds for the rejection of Proposer's submission.

No negotiations, decisions, or actions shall be initiated by any company as a result of any verbal discussion with any County employee prior to the opening of responses to this request for proposal.

No officer or employee of the County of Galveston, and no other public or elected official, or employee, who may exercise any function or responsibilities in the review or approval of this undertaking shall have any personal or financial interest, direct or indirect, in any contract or negotiation process thereof. The above compliance request will be part of all County of Galveston contracts for this service.

58. CERTIFICATION REGARDING LOBBYING

Proposer certifies that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the bidder, to any person for influencing or attempting to influence a department or employee of an agency, a member of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence a department or employee of any agency, a member of Congress, a department or employee of congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the bidder shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- c. Proposer shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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The truthful and fully completed and executed original of the Certification Regarding Lobbying (included with bid packet) must be included with the submission of proposer's proposal and is a mandatory requirement of this request for proposal. Proposer's failure to include the fully completed and executed or original of this Certification shall be considered non-compliant with the requirements of this request for proposal and grounds for the rejection of the Proposer's proposal. Submission of the certification is a prerequisite for making or entering into a contract with Proposer and is imposed by Section 1352, Title 31, United States Code. Further, 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.

59. NON-DISCRIMINATION

- a. **Equal Employment Opportunity:** Proposer will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, disability, genetic information or veteran status. Proposer will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, national origin, sex, disability, genetic information or veteran status. Such action shall include, but not be limited to, the following: employment; upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Proposer agrees to post in conspicuous places, available to employees and applicants for employment, notices of employment.

Proposer will, in all solicitation or advertisements for employees placed by or on behalf of proposer, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, disability, genetic information, or veteran status.

Proposer will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

Proposer will include the provisions herein in every subcontract or purchase order unless exempted.

- b. **Drug Free Work Place Act:** Proposer shall comply with all applicable requirements of the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D; 41 U.S.C. § 8102, et seq.) and implementing regulations thereunder.
- c. **Americans with Disabilities Act:** Proposer shall comply with all applicable provisions of the Americans with Disabilities Act of 1990 (Public Law 101-136) and implementing regulations thereunder.
- d. **OSHA Regulations:** Proposer agrees to maintain and to display any applicable materials for its employees in accordance with OSHA regulations.
- e. **Compliance with Immigration Laws and Use of E-Verify:** Proposer agrees to comply with all requirements of the U.S. Immigration Reform and Control Act of 1986, as amended, and any implementing regulations thereto. Proposer further agrees to utilize the E-Verify system through the Department of Homeland Security on its employees. Proposer shall not employ unauthorized aliens and shall not assign services to be performed to any supplier or subcontractor who are unauthorized aliens. If any personnel performing any services hereunder are discovered to be an unauthorized alien, then Proposer will immediately remove such personnel from performing services hereunder and shall replace such personnel with personnel who are not unauthorized alien(s).
- f. **State and Federal Law Compliance:** Proposer agrees to comply with all other State and Federal laws and regulations applicable to the provision of services under this contract.

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60. RECORD RETENTION AND RIGHT TO AUDIT

Proposer shall keep and maintain all records associated with this contract for a minimum of five (5) years from the close of the contract or as required by Federal or State law or regulation, whichever period is longer. If awarded this contract, proposer shall allow the County reasonable access to the records in proposer's possession, custody, or control that the County deems necessary to assist it in auditing the services, costs, and payments provided hereunder. If this contract involves the use of Federal or State funds, then proposer shall also allow reasonable access to representatives of the Office of Inspector General, the General Accounting Office, the State Auditor's Office, and the other Federal and/or State agencies overseeing the funds that such entities deem necessary to facilitate review by such agencies and proposer shall maintain fiscal records and supporting documentation for all expenditures in a manner that conforms with OMB Circular A-87 (relocated to 2 C.F.R. Part 225) and this contract.

61. TITLE VI ASSURANCES/TxDOT

The County is subject to Title VI of the Civil Rights Act of 1964 and the Federal and State laws and regulations of the United States Department of Transportation and Texas Department of Transportation (TxDOT). Pursuant to these requirements, the County must have its contractors provide required assurances on compliance with non-discrimination by itself and its subcontractors. The Title VI Assurances within this Subsection are not exhaustive – whenever any Federal, State, or Local requirement requires additional clauses, this list shall not be construed as limiting. Contractor agrees as follows:

- (1) Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, DOT) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are incorporated herein by reference and made a part of this contract.
- (2) Non-discrimination:** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, religion, sex, age, disability or Veteran status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) Solicitations for Subcontractors, Including Procurement of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, religion, sex, age, disability or Veteran status.
- (4) Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the Galveston County or the Texas Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to Galveston County or the Texas Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) Sanctions for Non-compliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, Galveston County shall impose such contract sanctions as it or the Texas Department of Transportation may determine to be appropriate, including, but not limited to:

 - (a) withholding of payments to the Contractor under the contract until the Contractor complies, and/or;

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(b) cancellation, termination, or suspension of the contract, in whole or in part.

(6) **Incorporation of Provisions.** The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as Galveston County or the Texas Department of Transportation may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request Galveston County to enter into such litigation to protect the interests of Galveston County, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

62. SECTION 231.006, FAMILY CODE/DELINQUENT CHILD SUPPORT

Pursuant to Title 5, Section 231.006 of the Texas Family Code, as applicable, Proposer certifies that it, including all of its principals, is/are current in child support payments and that it is eligible to receive payments from State funds under a contract for property, materials, or services. Proposer acknowledges and agrees that if it is awarded this contract, then the ensuing agreement may be terminated and payment withheld if this certification is inaccurate. Finally, by the submission of its proposal, the Proposer certifies that it has included the names and social security numbers of each person with at least 25% ownership interest in Proposer within its response to the request for proposal and that all such persons are current in child support payments.

63. ANTITRUST

Pursuant to 15 U.S.C. § 1, et seq., and Texas Business and Commerce Code, Chapter 15, Contractor, by the submission of its proposal, certifies that neither Contractor nor any natural person, proprietorship, firm, corporation, partnership, association, or institution represented by Contractor or anyone acting for such natural person, proprietorship, firm, corporation, partnership, association, or institution has violated any Federal or State antitrust laws or communicated the nature of the offer, directly or indirectly, to any competitor or other person engaged in a similar line of business.

64. LABOR STANDARDS

On contracts funded under a federal grant: Proposer acknowledges that the contract to be awarded pursuant to this solicitation is on a grant program funded with Federal funds. Proposer shall comply with the requirements of 29 CFR Part 5 and Part 30 and shall be in conformity with Executive Order 11246, entitled "Equal Employment Opportunity", Copeland, "Anti-Kickback" Act (40 U.S.C. 3145, 29 C.F.R. Part 3), the Davis-Bacon and Related Acts (40 U.S.C. 3141-3148, 29 C.F.R. Parts 1,3, and 5), the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701 et seq.), and all other applicable Federal, State, and local laws and regulations pertaining to labor standards, insofar as those acts apply to the performance of this Agreement. Proposer is also responsible for ensuring that all subcontractors comply with the requirements of 29 CFR Part 5 and Part 30 and shall be in conformity with Executive Order 11246, entitled "Equal Employment Opportunity", Copeland "Anti-Kickback" Act, the Davis-Bacon and Related Acts (29 CFR Parts 1, 3 and 5), the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701 et seq.), and all other applicable Federal, State, and local laws and regulations pertaining to labor standards, insofar as those acts apply to the performance of this Agreement.

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65. PROCUREMENT LAWS

- a. Proposer shall comply with all applicable local, State, and Federal laws, rules, and regulations.
- b. If this contract is made pursuant to a federal award, then Contractor acknowledges that the contract is subject, without limitation, to applicable provisions within 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Contractor shall comply with applicable provisions within 2 C.F.R., Sections 200.319 through 200.326, including but not limited to the following:
 - 1.) **Equal Employment Opportunity**, 41 C.F.R. Part 60-1.4(b) (applicable to federally assisted construction contracts).
 - (a) During the performance of this contract, the contractor agrees as follows:
 - (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national original, disability, or veteran status. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national original, disability or veteran status. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
 - (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national original, disability, or veteran status.
 - (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
 - (4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and by rules, regulations, and relevant orders of the Secretary of Labor.
 - (5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to contractor's books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
 - (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
 - (7) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The

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contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

- 2.) **Small and minority business, women’s business enterprises, and labor surplus area firms (2 C.F.R. § 200.321).** The County is required to take affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible. This includes requiring the prime contractor, if subcontracts are to be let in the performance of this contract, to itself take affirmative steps in letting the subcontract. Accordingly, if subcontracts are to be let in the performance of this contract, the contractor must take affirmative steps in the letting of the subcontract(s), which must include:
- (a) placing qualified small and minority businesses and women’s business enterprises on solicitation lists;
 - (b) assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources;
 - (c) dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises; and
 - (d) using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

In accordance with FEMA procurement guidance:

A small business is a business that is independently owned and operated, not dominant in the field of operation in which it is bidding on Galveston County contracts and qualified as a small business under the Small Business Administration criteria and size standards at 13 C.F.R. Part 121.

A women’s business enterprise is a business enterprise that is: (a) at least 51 percent owned by one or more women or, in the case of a publicly owned business, at least 51 percent of the stock is owned by one or more women; and (b) whose management and daily operations are controlled by one or more women.

A minority business is a business that is (a) at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of the stock is owned by one or more minority group members; and (b) whose management and daily operations are controlled by one or more minority group members.

- 3.) **Davis-Bacon Act as amended (40 U.S.C. 3141-3148).** When required by Federal program legislation, all prime construction contracts in excess of \$2,000 must include a provision for compliance with the Davis-Bacon Act as supplemented by the Department of Labor regulations (29 C.F.R. Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractor must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity (the County) must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be condition upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contract must also include a provision for compliance with the Copeland Anti-Kickback Act (40 U.S.C. § 3145) as supplemented by the Department of Labor regulations (29 C.F.R. Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”).
- 4.) **Compliance with the Copeland “Anti-Kickback” Act.** Contractor is prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to

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which the person is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. “Whoever, by force, intimidation, or threat of procuring dismissal from employment, or by any other manner whatsoever induces any person employed in the construction, prosecution, completion or repair of any public building, public work, or building or work financed in whole or in part by loans or grants from the United States, to give up any part of the compensation to which he is entitled under his contract of employment, shall be fined under this title [Title 18, U.S.C.] or imprisoned not more than five years, or both.” 18 U.S.C. § 874.

- (a) Contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. Part 3 as may be applicable, which are incorporated by reference into this contract.
- (b) The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as the Federal awarding agency may be appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.
- (c) Breach. A breach of the contract clause above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

5.) Contract Work Hours and Safety Standards Act.

- (a) Where applicable, all contracts awarded by the County in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by the Department of Labor regulations at 29 C.F.R. Part 5. Under 40 U.S.C. § 3702 of the Contract Work Hours and Safety Standards Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.S. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchase of supplies or material or articles ordinarily available on the open market, or contractors for transportation or transmission of intelligence.
- (b) Compliance with the Contract Work Hours and Safety Standards Act.
 - (1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
 - (2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this subsection the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this subsection, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard work week of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this subsection.

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- (3) Withholding for unpaid wages and liquidated damages. The awarding Federal agency, State agency, or the County shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this subsection.
- (4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this subsection and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this subsection.
- 6.) Rights to Inventions Made Under a Contractor Agreement.**
- (a) If the Federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under the “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- (b) Stafford Act Disaster Grants. This requirement does not apply to Public Assistance, Hazard Mitigation Grant Program, Crisis Counseling Assistance and Training Grant program, Disaster Case Management Grant Program, and Federal Assistance to Individuals and Households – Other Needs Assistance Grant Program, as FEMA awards under these programs do not meet the definition of “funding agreement.”
- (c) The regulations and 37 C.F.R. § 401.2(a) currently defines “funding agreement” as any contract, grant, or cooperative agreement entered into between any Federal agency, other than the Tennessee Valley Authority, and any contractor for the performance of experimental, developmental, or research work funded in whole or in part by the Federal government. This term also includes any assignment, substitution of parties, or subcontract of any type entered into for the performance of experimental, developmental, or research work under a funding agreement as defined in the first sentence of this paragraph.
- 7.) Clean Air Act (42 U.S.C. §§ 7401 – 7671q) and the Federal Water Pollution Control Act 933 U.S.C. §§ 1251-1387), as amended.**
- (a) The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401, et seq., and agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Contract Act, as amended, 33 U.S. C. § 1251, et seq.
- (b) The contractor agrees to report each violation of the Clean Air Act and/or the Federal Water Pollution Control Act to the Federal awarding agency, the State agency administering the grant, and the Regional Office of the Environmental Protection Agency (EPA) and understands and agrees that the Federal awarding agency, the State agency, and the EPA will, in turn, report each violation as required to assure notification to Galveston County, the Federal Emergency Management Agency, and the appropriate EPA Regional Office.
- 8.) Debarment and Suspension (Executive Orders 12549 and 12689).** A contract award must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB

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guidelines at 2 C.F.R. Part 180 that implement Executive Orders 12549 and 12689. The Contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. §180.940) or disqualified (defined at 2 C.F.R. § 180.935).

Contractor must comply with 2 C.F.R. Part 180, Subpart C and 2 C.F.R. Part 3000, Subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into. Proposer agrees to comply with the requirements of 2 C.F.R. Part 180, Subpart C, and 2 C.F.R. Part 3000, Subpart C, while this offer is valid and through the period of any contract that may arise from this offer. The proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

9.) Procurement of Recovered Materials.

- (a.) A non-Federal entity that is a State agency or agency of a political subdivision of the State and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, Public Law No. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act at 42 U.S.C. § 6962).
- (b.) In the performance of this contract, the contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—
 - (1) Competitively within a timeframe providing for compliance with the contract performance schedule;
 - (2) Meeting contract performance requirements; or
 - (3) At a reasonable price.
- (c) Information about this requirement is available at EPA’s Comprehensive Procurement Guidelines website, <http://www.epa.gov/cpg/>. The list of EPA-designated items is available at <https://www.epa.gov/cpg/products.htm>.

In the event of any discrepancy between the provisions in this Section 63 of General Provisions and provisions on the same subject elsewhere within this procurement, the most stringent shall control.

66. ENERGY EFFICIENCY (42 U.S.C. 6201 and 2 CFR 200 APPENDIX II (H))

Contractor must comply with the mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201). Contractor must include this provision in all contracts between itself and any subcontractors in connection with the services performed under this Contract.

67. LEAD AND ASBESTOS

If this request for proposal involves remediation, demolition, reconstruction, rehabilitation, repair, or construction, or other applicable activities, the Contractor shall be responsible for performing investigations of lead and asbestos containing materials, and any required lead and asbestos abatement in compliance with Federal, State, and local laws, rules, regulations, ordinances and orders, relating to lead abatement and asbestos abatement as applicable, including but not limited to the Texas Asbestos Health Protection Act, codified as Chapter 1954 of the Occupations Code; the Texas Asbestos Health Protection Regulations, located at Title 25, Part 1, Chapter 295, Subchapter C of the Texas Administrative Code; Chapter 1955 of the Texas Occupations Code (lead-based paint abatement); the Texas Environmental Lead Reduction regulations, located at Title 25, Part 1, Chapter 295, Subchapter I of the Texas Administrative Code; the federal National Emission Standards for Asbestos regulations, located at Title 40, Part 61, Subpart M of the Code of Federal Regulations, and the National Emission Standards for Hazardous Air Pollutants. Contractor shall perform such inspections, encapsulation, remediation or other actions as required by federal, State, or

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local requirements in accordance with the federal Environmental Protection Agency (EPA), Texas Department of State Health Services (TXDSHS), and Texas Commission on Environmental Quality (TCEQ) requirements.

68. USE OF DHS SEAL, LOGO, AND FLAGS PROHIBITED WITHOUT PRIOR APPROVAL

Contractor must obtain permission from the U.S. Department of Homeland Security financial assistance office (DHS FAO) prior to using DHS seals(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard Officials.

69. FEDERAL GOVERNMENT NOT A PARTY

Contractor acknowledges that the Federal Government is not a party to the contract and is not subject to any obligations or liabilities to Galveston County, contractor, or any other party pertaining to any matter resulting from the contract.

70. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS

In contracts funded through Federal grants, Contractor acknowledges that 31 U.S.C. Chapter 38, Administrative Remedies for False Claims and Statements (31 U.S.C. § 3801, et seq.) and the implementing regulations thereunder, 49 C.F.R. Part 79, apply to Contractors actions pertaining to the contract.

71. ACKNOWLEDGMENT OF GOVERNMENT RECORD

Proposer acknowledges that its submission in this Request for Proposals, including its Proposal, certifications, affidavits, Vendor Forms (i.e., PEID, W-9, CIQ, etc.) constitutes government records under Chapter 37 of the Texas Penal Code.

72. COMPLIANCE WITH GALVESTON COUNTY PURCHASING POLICIES AND PROCEDURES

Proposer acknowledges, by its submission in this Request for Proposals, that it shall comply with the Galveston County Purchasing Policies & Procedures Manual approved by Order of the Galveston County Commissioners' Court on March 7, 2018.

73. ENTIRETY OF AGREEMENT AND MODIFICATION

This contract contains the entire agreement between the parties. Any prior agreement, promise, negotiation or representation not expressly set forth in this contract has no force or effect. Any subsequent modification to this contract must be in writing, signed by both parties.

An official representative, employee, or agent of the County does not have the authority to modify or amend this contract except pursuant to specific authority to do so granted by the Galveston County Commissioners' Court.

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74. NOTICE

All notices or other communications required or permitted under this contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, transmitted by facsimile, or mailed certified mail, return receipt requested with proper postage affixed and addressed to the appropriate party at the following address or at such other address as may have been previously given in writing to the parties (proposer shall provide its notice information with its proposal submission). If mailed, the notice shall be deemed delivered when actually received, or if earlier, on the third day following deposit in a United States Postal Service post office or receptacle, duly certified, return receipt requested, with proper postage affixed. If delivered in person, notice shall be deemed delivered when receipted for by, or actually received by, the receiving Party. If transmitted by facsimile, notice shall be deemed delivered when receipt of such transmission is acknowledged.

To the County at:

Hon. Mark Henry,
County Judge of Galveston County
722 Moody (21st Street), Second (2nd) Floor
Galveston, Texas 77550
Fax: (409) 765-2653

With copies to:

Rufus Crowder, CPPPO CPPB,
Galveston County Purchasing Agent
722 Moody (21st Street), Fifth (5th) Floor
Galveston, Texas 77550
Fax: (409) 621-7997

To the Contractor at:

(Proposer to provide its contact name, address, and facsimile number for notice under the contract.)

End of General Provisions Section

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The Special Provisions and the General Provisions of this Request for Qualifications and the Exhibits attached hereto are made a part of the agreement between the Parties. In the event of a conflict between the General Provisions and the Special Provisions, the terms of the Special Provisions shall control.

A. PURPOSE:

The County of Galveston is seeking a responsible vendor to provide food service management services for participation in the United States Department of Agriculture's School Nutrition Programs.

B. PROPOSAL GUARANTEE:

A Proposal bond *is not a requirement of this solicitation request.*

C. PERFORMANCE AND PAYMENT BONDS:

Performance and Payment Bonds *are not a requirement of this solicitation.*

D. BEST AND FINAL OFFERS (BAFO):

The Best and Final Offer process is applicable to this solicitation.

E. DEFINITIONS (As mentioned in FAR Subpart 52.2 – Text of Provisions and Clauses)

When a solicitation provision or contract clause uses a word or term that is defined in the Federal Acquisition Regulation (FAR), the word or term has the same meaning as the definition in FAR 2.101 in effect at the time the solicitation was issued, unless—

- (a) The solicitation, or amended solicitation, provides a different definition;
- (b) The contracting parties agree to a different definition;
- (c) The part, subpart, or section of the FAR where the provision or clause is prescribed provides a different meaning; or
- (d) The word or term is defined in FAR Part 31, for use in the cost principles and Procedures

F. PROCUREMENT TIMELINE:

A timeline for this RFP and initial process is included below. Galveston County reserves the right to change these dates and will notify proposers of any changes via addendum:

Advertise RFP (first date of publication)
Advertise RFP (second date of publication)
Deadline for Questions & Inquiries
Proposals due from proposers/RFP Opening

Tuesday, April 6, 2021
Tuesday, April 13, 2021
Friday, April 16, 2021 by 5:00 p.m.
Wednesday, April 28, 2021 at 2:00 p.m.

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G. SUBMISSION INSTRUCTIONS:

One (1) unbound original and three (3) copies must be submitted no later than **2:00 P.M. CST**, on **Wednesday, April 28, 2021**:

Rufus G. Crowder, CPPO CPPB
Purchasing Agent
County of Galveston
722 Moody Avenue (21st Street), Fifth (5th) Floor
Galveston, TX 77550

The time stamp clock located in the Purchasing Agent's office shall serve as the official time keeping piece for this solicitation process. Any proposals received after **2:00 P.M. CST** on the specified date will be returned unopened.

Proposal Specifications can be obtained at the office of the Galveston County Purchasing Agent, located in the Galveston County Courthouse, 722 Moody, (21st Street), Floor 5, Purchasing, Galveston, Texas 77550, or by visiting the Galveston County website @ <http://www.galvestoncountytexas.gov/pu/Pages/OpenSolicitations.aspx>

H. CONTRACT TERM:

The initial term of the contract shall be one (1) year with four (4) one (1) year options to renew, mutually agreeable by both parties. The total contractual period shall not exceed three (3) years unless otherwise superseded by the resultant contract language.

In an effort to satisfy cost reasonableness responsibilities at the time of each extension period, the County of Galveston reserves the right to obtain additional quotes and current pricing information from the successful contractor and other contractors to perform the work as stated per the specification listed herein and in the resultant. The solicited results shall be used by the County to determine if the contract extensions will be considered.

I. TYPE OF CONTRACT:

It is the intent of this solicitation to enter into a contract that meets federal guidelines. It is imperative that all responders seeking a contract under this RFP solicitation effort must familiarize and adhere to the procurement standards as referenced in 2 C.F.R. Part 200, Section 200.317-326, and Appendix II, 2 C.F.R. Part 200. Section 200.317-200.326 and Appendix II are attached hereto as **ATTACHMENT A and REQUIRED CONTRACT PROVISIONS are attached hereto at ATTACHMENT B.**

This resultant contract consists of the following documents: Request for Proposal, General Provisions, Special Provisions, General Terms and Conditions (including specifications, drawings, and addenda), Responder's response, Proposal Sheets, contract award, and any other documents referenced herein or attached hereto for the work. Collectively these documents may also be referenced to as the Plans and Specifications.

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In an effort to satisfy cost reasonableness responsibilities at the time of each extension period, the County of Galveston reserves the right to obtain additional quotes and current pricing information from the successful contractor and other contractors to perform the work as stated per the specification listed herein and in the resultant. The solicited results may be used by the County to determine if the contract extensions will be considered or other service options be utilized.

J. COLLATERAL CONTRACT:

The County reserves the right to provide by separate contract or otherwise, in such manner as not to delay its programs or damage said Contractor, all labor and material essential to the completion of the work that is not included in this contract.

K. PERSONNEL TO CONTACT REGARDING THIS SOLICITATION:

Proposers desiring an explanation or interpretation relative to this solicitation must request it in writing. Oral explanations or instructions will not be binding. Any information given to a Proposer, which in the opinion of the County affects all responders or would be prejudicial to other proposers if not communicated, shall be furnished to all proposers as an addendum to the solicitation. Proposers **must** direct all inquiries to the following:

Rufus G. Crowder, CPPO CPPB
Purchasing Agent
722 21st Street (Moody), 5th Floor
Galveston, Texas 77550
E-mail: purchasing.bids@co.galveston.tx.us

Proposers must e-mail their inquiries (with the subject line “Food Service for Jerry J. Esmond Juvenile Justice Center – RFP #B212015 – Questions”) for additional information and/or clarification to the address listed above. The request must include the Proposer’s name and the RFP number and title. ***Any request for additional information or clarification must be received in writing no later than ten (10) calendar days prior to the proposal due date.*** Late requests or those not delivered to the proper address may not receive a reply. Proposers shall not attempt to contact the County by any other means. The Purchasing Agent’s Office shall post the answers to the County website from the procurement web page and via addendum. The County will issue responses to inquiries and any other corrections or amendments, it deems necessary, in the form of a written addendum, issued prior to the Proposal Submission Date. The County, at its sole discretion, may not issue a response to a RFI submittal. Proposers should not rely on any oral or written representations, statements, or explanations, other than those made in this RFP or in any written addendum to this RFP. Where there appears to be conflict between the RFP and any issued addenda, the last addendum issued will prevail. Addenda will be posted and made available on the County’s procurement web page. It is Proposer's sole responsibility to ensure receipt of all addenda prior to submitting its proposal. All Proposers should check the County’s procurement web page for all addenda prior to submitting a response. The County’s procurement web page is located at **www.galvestoncountytexas.gov/pu/Pages/OpenSolicitations.aspx**.

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The Proposer must acknowledge the receipt of all addenda on the forms provided. In the event a Proposer fails to acknowledge receipt of such addenda, the County may, at its sole discretion, determine that such failure to acknowledge any or all addenda does not materially affect the Proposal and waive the acknowledgement of one or more addenda.

Proposers who submit inquiries *after* the deadline date for receipt of questions indicated on the Procurement Timeline, risk that its response in the procurement will not be responsive or competitive because the County is not able to respond before the proposal receipt date or in sufficient time for the Proposer to prepare a responsive or competitive submittal.

L. PROGRAM ADMINISTRATION:

Unless otherwise provided by specific provisions under this agreement, contractor operations and activities related and provided for in this agreement will be under the supervision of the Galveston County Juvenile Justice Department his designated representative who for the purpose of this contract is:

**Dink T. Watson
Deputy Director of Detention
6101 Attwater Ave
Texas City, TX 77590**

The Galveston County Commissioners Court, and/or authorized designees will be responsible for negotiating with the successful Vendor the scope of work, the standards of performance, the specific technology provided, and the support services required for the proposed projects. All contractual amendments will be processed in accordance with Galveston County Purchasing Policies. Amendments will also be brought to Galveston County Commissioners Court for approval as deemed necessary. The approval process serves to ensure the project technology and/or service is within the scope of the resultant contract, and that pricing meets the agreed upon pricing methodology as specified in the contract, and that funds are available.

M. INSURANCE:

Bidder must submit, with its response, a current certificate of insurance evidencing coverage in the amounts specified below or greater. In lieu of submitting a certificate of insurance, Respondents may submit a notarized statement from an insurance company authorized to conduct business in the State of Texas guaranteeing that Respondent has such insurance. Provided however, that successful Respondent(s) shall be required to provide a current certificate of insurance to the Galveston County Purchasing Agent's Office before Respondent commences any work hereunder. **Insurance shall be placed with insurers having an A.M. Best's rating of no less than A.** Such insurance must be issued by a casualty company authorized to do business in the State of Texas, and in standard form approved by the Board of Insurance Commissioners of the State of Texas, with coverage provisions insuring the public from loss or damage that may arise to any person or property by reason of services rendered by Contractor.

Galveston County shall be listed as an additional insured on each policy and all certificates of insurance and Contractor shall provide Galveston County with no less than thirty (30) calendar days prior notice of any changes to the policy during the contractual period.

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Certificates of Insurance, fully executed by a licensed representative of the insurance company written or countersigned by an authorized Texas state agency, shall be filed with the County Purchasing Agent within ten (10) calendar days of the execution of this Agreement as written proof of such insurance and further provided that Contractor shall not commence work under this Agreement until Contractor has obtained all insurance required herein, provided written proof as required herein, and received written notice to proceed issued from the County Purchasing Agent. **Failure to provide such evidence of insurance within the ten (10) calendar day period shall constitute an event of default.**

Workers' Compensation Insurance. Respondent shall carry in full force Workers' Compensation Insurance Policy(ies), if there is more than one employee, for all its employees, including but not limited to full time, part time, and emergency employees employed by the Contractor.

Commercial General Liability. Respondent shall carry in full force commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate. The Policy shall, minimally, cover liability for bodily injury, personal injury, and property damage.

Business Automobile Liability. Respondent shall carry in full force business automobile liability coverage with a combined bodily injury/property damage limit of not less than \$1,000,000 each accident. The policy shall cover liability arising from the operation of licensed vehicles by policyholder.

Professional Liability. Respondent shall carry in full force professional liability insurance with limits of not less than \$1,000,000.00.

N. AWARD:

There will be a single award for all items requested in this proposal. Items will not be awarded separately.

Vendor must accept purchase order numbers and/or Galveston County's Procurement Card (MasterCard) for specified parts and supplies. Vendor shall not release any supplies and/or equipment to any authorized representative of the County of Galveston unless accompanied by a form of the later. Payment for any items issued without prior receipt of an approved Galveston County method of payment will become the sole responsibility of the contracted vendor.

Anticipated volumes are an estimate of yearly amounts that Galveston County expects to order, however, the County will pay only for items actually ordered and delivered. Galveston County reserves the right to purchase more or less than the minimum quantities specified. No minimum or maximums are guaranteed.

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O. EXCEPTIONS:

Any exceptions to bid conditions should be listed on a separate sheet of paper, attached to proposal submittal and submitted with proposal at the specified date and time of proposal opening.

End of Special Provisions

Remainder of page intentionally left blank

ATTACHMENT A

**REQUEST FOR PROPOSAL
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**PROCUREMENT STANDARDS
2 C.F.R. §§ 200.317 – 200.326 & 2 C.F.R. PART 200, APPENDIX II**

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2 C.F.R. § 200.317. Procurements by states.

When procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. The state will comply with §200.322 Procurement of recovered materials and ensure that every purchase order or other contract includes any clauses required by section §200.326 Contract provisions. All other non-Federal entities, including subrecipients of a state, will follow §§ 200.318 General procurement standards through 200.326 Contract provisions.

69 FR 26280, May 11, 2004; 78 FR 78608, Dec. 26, 2013

2 C.F.R. § 200.318. General procurement standards.

(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)

(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

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(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also § 200.213 Suspension and debarment.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)

(1) The non-Federal entity may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is

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primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 43309, July 22, 2015; 80 FR 45395, July 30, 2015

2 C.F.R. § 200.319. Competition.

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- (1) Placing unreasonable requirements on firms in order for them to qualify to do business;
- (2) Requiring unnecessary experience and excessive bonding;
- (3) Noncompetitive pricing practices between firms or between affiliated companies;
- (4) Noncompetitive contracts to consultants that are on retainer contracts;
- (5) Organizational conflicts of interest;
- (6) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- (7) Any arbitrary action in the procurement process.

(b) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(c) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

- (1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be

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avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(d) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014

2 C.F.R. § 200.320. Methods of procurement to be followed.

The non-Federal entity must use one of the following methods of procurement.

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

(i) A complete, adequate, and realistic specification or purchase description is available;

(ii) Two or more responsible bidders are willing and able to compete effectively for the business; and

(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

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(2) If sealed bids are used, the following requirements apply:

(i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

(3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

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(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- (1) The item is available only from a single source;
- (2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- (3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- (4) After solicitation of a number of sources, competition is determined inadequate.

78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 54409, Sept. 10, 2015

2 C.F.R. § 200.321. Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

- (a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- (b) Affirmative steps must include:
 - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
 - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

69 FR 26280, May 11, 2004; 78 FR 78608, Dec. 26, 2013, unless otherwise noted

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2 C.F.R. § 200.322. Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014

2 C.F.R. § 200.323. Contract cost and price.

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E—Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

69 FR 26280, May 11, 2004; 78 FR 78608, Dec. 26, 2013, unless otherwise noted

2 C.F.R. § 200.324. Federal awarding agency or pass-through entity review.

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

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(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

- (1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;
- (2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
- (3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;
- (4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
- (5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

- (1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;
- (2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

69 FR 26280, May 11, 2004; 78 FR 78608, Dec. 26, 2013, unless otherwise noted

2 C.F.R. § 200.325. Bonding requirements.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

- (a) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying

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a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

69 FR 26280, May 11, 2004; 78FR 78608, Dec. 26, 2013, unless otherwise noted

2 C.F.R. § 200.326. Contract provisions.

The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

69 FR 26280, May 11, 2004; 78 FR 78608, Dec. 26, 2013, unless otherwise note

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2 C.F.R. Part, 200, Appendix II

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The

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requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

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

(J) See §200.322 Procurement of recovered materials.

78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014

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CONTRACT PROVISIONS (2 C.F.R. 200.327)

Two contract clauses were added to Appendix II of 2 C.F.R. Part 200. In addition to the previous contract clauses contained in the 2014 version of Appendix II of 2 C.F.R. Part 200, FEMA award recipient and subrecipient contracts and purchase orders must now include contract provisions for *Domestic Preferences for Procurements* (2 C.F.R. 200.322) and the *Prohibition on Contracting for Covered Telecommunications or Services* (2 C.F.R. 200.316)

DOMESTIC PREFERENCES FOR PROCUREMENTS (*All State and non-State entity purchase orders must adhere to the following*)

§ 200.322 Domestic preferences for procurements.

(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

PROHIBITION ON CONTRACTING FOR COVERED TELECOMMUNICATIONS OR SERVICES
(*Effective August 13, 2020 for new, extended, or renewed procurements under all open FEMA awards*)

§ 200.216 Prohibition on certain telecommunications and video surveillance services or equipment.

(a) Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

(1) Procure or obtain;

(2) Extend or renew a contract to procure or obtain; or

(3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in

Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

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(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph

(1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(c) See Public Law 115-232, section 889 for additional information.

(d) See also § 200.471.

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REQUIRED CONTRACT PROVISIONS

The Part 200 Uniform Requirements require that non-Federal entities' contracts contain the applicable provisions described in Appendix II to Part 200 — "Contract Provisions for Non-Federal Entity Contracts Under Federal Awards." Violations of law will be referred to the proper authority in the applicable jurisdiction. All Prime Contractors awarded contracts by Galveston County which are federally funded, in whole or in part, are required to comply with the provisions below. Additionally, Prime Contractors with Galveston County are required to include the provisions below in any contracts executed with subcontractors performing the scope of work and shall pass these requirements on to its subcontractors and third-party contractors, as applicable. In addition to other provisions required by the relevant Federal agency, State of Texas, or Galveston County, all contracts made by Galveston County under the Federal award shall contain provisions covering the following, as applicable.

TRANSACTIONS WITH TERRORIST ORGANIZATIONS PROHIBITED (Texas Government Code 2252.151, 2252.152)

Prohibition on contracts with certain companies per Government Code 2252.151 Definitions:

- (1) "**Company**" has the meaning assigned by Section 806.001.
- (2) "**Foreign terrorist organization**" means an organization designated as a foreign terrorist organization by the United States secretary of state as authorized by 8 U.S.C. Section 1189.
- (3) "**Governmental contract**" means a contract awarded by a governmental entity for general construction, an improvement, a service, or a public works project for a purchase of supplies, materials, or equipment. The term includes a contract to obtain a professional or consulting service subject to Government Code, Chapter 2254.
- (4) "**Governmental entity**" has the meaning assigned by Government Code, Section 2252.001.

Pursuant to Chapter 2252, Texas Government Code, Contractor shall certify that, at the time of execution of this Contract, neither the Contractor, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same (1) engages in business with Iran, Sudan, or any foreign terrorist organization as described in Chapters 806 or 807 of the Texas Government Code, or Subchapter F of Chapter 2252 of the Texas Government Code, or (2) is a company listed by the Texas Comptroller of Public Accounts under Sections 806.051, 807.051, or 2252.153 of the Texas Government Code.

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VERIFICATION NOT TO BOYCOTT ISRAEL

Prohibition on contracts with companies boycotting Israel per Government Code 2271.001 Definitions:

- (1) "**Boycott Israel**" has the meaning assigned by Section 808.001.
- (2) "**Company**" has the meaning assigned by Section 808.001; except that the term does not include a sole proprietorship.
- (2) "**Governmental entity**" has the meaning assigned by Government Code, Section 2251.001.

PROVISION REQUIRED IN CONTRACT. (a) This section applies only to a contract that:

- (1) is between a governmental entity and a company with 10 or more full-time employees; and
 - (2) has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.
- (b) A governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:
- (1) does not boycott Israel; and
 - (2) will not boycott Israel during the term of the contract.

As required by GOVERNMENT CODE, CHAPTER 2271, **CONTRACTOR hereby verifies that it does not boycott Israel and will not boycott Israel throughout the term of this Agreement.** For the purposes of this verification, "Boycott Israel" means refusing to deal with, terminating business activities, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

ENERGY EFFICIENCY (42 U.S.C. 6201 and 2 CFR 200 APPENDIX II (H))

Contractor must comply with the mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201). Contractor must include this provision in all contracts between itself and any subcontractors in connection with the services performed under this Contract.

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ACCESS TO RECORDS & RECORD RETENTION (2 CFR 200.336)

Contractor must provide Galveston County, the State of Texas, the Texas General Land Office (GLO), the U.S. Department of Housing and Urban Development (HUD), the FEMA Administrator, the Inspectors General, the Comptroller General of the United States, or any of their pass-through entities or authorized representatives access to any books, documents, papers, and records of the Contractor and its subcontractors which are directly pertinent to this contract/project for the purposes of making/responding to audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to the Contractor's personnel for the purpose of interview and discussion related to such documents. Contractor must keep records within Galveston County or note in bid that records will be available within the boundaries of Galveston County to those representatives within twenty-four (24) hours of request by the County. Contractor must maintain all records pertaining to the project for seven (7) years after receiving final payment and after all other pending matters have been closed.

ACCESSIBILITY (24 CFR 570.614) & SECTION 504 (29 U.S.C. Section 794 and 24 CFR Parts 8-9)

Contractor shall comply with all federal, state and local laws and regulations which prohibit recipients of federal funding from discriminating against individuals with disabilities. Applicable laws and regulations with which Contractor shall comply shall include, but are not limited to, the following: Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794) (24 CFR Parts 8-9); Title II of the Americans with Disabilities Act of 1990; the Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157); the Uniform Federal Accessibility Standards (Appendix A to 24 CFR Part 40 and Appendix A to 41 CFR Part 101-19, subpart 101-19.6); the Americans with Disabilities Act (42 U.S.C. 12131; 47 U.S.C. 155, 201, 218, and 225); Texas Administrative Code, Title 10, Chapter 60, Subchapter (B) the Texas Architectural Barriers Act (TABA); the Architectural Barriers (AB) Rules; and the Texas Accessibility Standards (TAS).

BYRD ANTI-LOBBYING AGREEMENT (2 CFR 200 APPENDIX II (J) AND 24 CFR 570.303)

Pursuant to 31 U.S.C.A. § 1352 (2003), if at any time during the contract term funding to contract exceeds \$100,000.00, the Contractor shall file with the County the Federal Standard Form LLL titled "Disclosure Form to Report Lobbying."

Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-federal award.

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CIVIL RIGHTS ACT OF 1964 (Title VI 42 U.S.C. § 2000d)

Title VI of the Civil Rights Act of 1964, Section 109 of the Community Development Act of 1974, Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794) (24 CFR Parts 8-9), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12131; 47 U.S.C. 155, 201, 218, and 225), prohibits Contractors from excluding or denying individuals benefits or participation in this project on the basis of race, color, religion, national origin, sex, or disability. The provisions require that no person in the United States shall on the ground of race, color, religion, national origin, sex, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with community development funds made available pursuant to these Acts.

For purposes of this Part “program or activity” is defined as any function conducted by an identifiable administrative unit of the recipient, or private Contractor receiving community development funds or loans from the recipient. “Funded in whole or in part with community development funds” means that community development funds in any amount in the form of grants or proceeds from HUD guaranteed loans have been transferred by the recipient or a subrecipient to an identifiable administrative unit and disbursed in a program or activity. A Contractor may not, under any program or activity to which the regulations of this Part may apply directly or through contractual or other arrangements, on the grounds of race, color, national origin, or sex:

- a. Deny any facilities, services, financial aid or other benefits provided under the program or activity;
- b. Provide any facilities, services, financial aid or other benefits, which are different, or are provided in a different form from that provided to others under the program or activity;
- c. Subject to segregated or separate treatment in any facility in, or in any matter of process related to receipt of any service or benefit under the program or activity;
- d. Restrict in any way access to, or in the enjoyment of any advantage or privilege enjoyed by others in connection with facilities, services, financial aid or other benefits under the program or activity;
- e. Treat an individual differently from others in determining whether the individual satisfies any admission, enrollment, eligibility, membership, or other requirement or condition which the individual must meet in order to be provided any facilities, services or other benefit provided under the program or activity; and
- f. Deny an opportunity to participate in a program or activity as an employee.

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CLEAN AIR ACT (2 CFR Appendix II to Part 200 (G))

Pursuant to 2 CFR Appendix II to Part 200 (G), if at any time during the contract term funding to contract exceeds \$150,000, the Contractor must comply with all provisions of the Clean Air Act (42 U.S.C. 85) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended. Contractors securing a contract in excess of \$150,000.00 shall not expend such funds by making use of subcontracting with facilities included on the Environmental Protection Agency List of Violating Facilities as per Section 306 of the Clean Air Act, Section 508 of The Clean Water Act, Executive Order 11738, and Environmental Protection Agency Regulations 40 CFR.

For any subcontractors under this contract receiving contracts in excess of \$150,000 Contractor is required to include a provision that requires compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 85) and Section 308 Federal Water Pollution Control Act as amended (33

U.S.C. 1251-1387). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (2 CFR Appendix II to Part 200 (E))

Pursuant to 2 CFR 200 Appendix II (E), if at any time during the contract term funding to contract exceeds \$100,000, the Contractor must comply with the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence

- (1) Overtime Requirements – No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

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- (2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the contractor and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.
- (3) Withholding for unpaid wages and liquidated damages. The (write in the name of the Federal agency or the loan or grant recipient) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.
- (4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

COPELAND "ANTI-KICKBACK" ACT (40 U.S.C. 3145)

Pursuant to 2 CFR Appendix II to Part 200 (D), Contractor must comply with the provisions of the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each vendor, contractor, subcontractor, or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. Contractor shall include this provision in all contracts between itself and any subcontractors in connection with the services performed under this Contract. Galveston County shall report all suspected or reported violations to the Federal awarding agency.

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COST PLUS CONTRACTING PROHIBITED (2 CFR 200.323(D))

Cost-plus-a-percentage-of-cost (CPPC) contracts are prohibited by 2 CFR 200.323(d). The cost plus a percentage of cost and percentage of construction cost methods of contracting must never be used, including in subcontracts and third-party contracts. A cost-plus contract is one that is structured to pay the contractor or subcontractor their actual costs incurred, plus a fixed percent for profit or overhead.

A cost-plus-a-percentage-of-cost (CPPC) contract is a contract containing some element that obligates Galveston County or Contractor to pay a contractor or subcontractor an amount (in the form of either profit or cost), undetermined at the time the contract was made, to be incurred in the future, and based on a percentage of future costs. The inclusion of an overall contract ceiling price does not make these forms of contracts acceptable.

This type of contract is prohibited because there is no incentive for the contractor or subcontractor to keep its incurred costs low. Instead, there is a reverse incentive for the contractor or subcontractor to continue to incur additional costs in order to continue to drive the percentage of cost up. In other words, increased spending by the contractor will yield higher profits. This prohibition applies to all work, regardless of the circumstances, and applies to subcontracts of the contractor cases where the prime contract is a cost-reimbursement type contract or subject to price redetermination.

DAVIS BACON AND RELATED ACTS (2 CFR 200 APPENDIX II (D))

Pursuant to 2 CFR 200 Appendix II (D), for any contract in excess of \$2,000, Contractor must comply with the Davis Bacon and Related Acts, and the requirements shall be applicable to any labor or mechanic work completed in connection with this contract which fall under the Davis Bacon Act. Any Contractor awarded under this contract is required to comply with the Davis Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR part 5) and with the Copeland "Anti-Kickback" Act (18 U.S.C. 874; 40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR part 3). In accordance with the statute, Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week.

If Davis Bacon is applicable, Galveston County will provide a copy of the current Davis Bacon Wage Decision with the solicitation. The decision to award a contract or subcontract shall be conditioned upon the acceptance of the wage determination. Contractor shall submit certified payroll of contractor and all subcontractors on a weekly basis in the format required by the County. At County's request, Contractor shall make available and shall require its subcontractors to make available, copies of cancelled checks and check stubs for comparisons by the County or its agents.

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Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR Part 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under 29 CFR Part 5.5(a)(1)(ii)) and the Davis Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following. The Statement of Compliance can be found on page 2 of the WH-347 form, and/or additional certifications of compliance may be required by Galveston County. Any Statement of Compliance is subject to the penalties provided by 18 U.S.C. § 1001, namely, a fine, possible imprisonment of not more than 5 years, or both. Accordingly, the party signing the statement should have knowledge of the facts represented as true.

Contractor must include this provision in all contracts between itself and any subcontractors in connection with the services performed under this Contract. Galveston County shall report all suspected or reported violations to the Federal awarding agency, as applicable.

DEBARMENT / SUSPENSION AND VOLUNTARY EXCLUSION (2 CFR Appendix II to Part 200 (I))

Pursuant to 2 CFR Appendix II to Part 200 (I), a Contract meeting the definition in 2 C.F.R. § 180.220 must not be made to parties listed on the System for Award Management (SAM) Exclusion lists, in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Executive Orders 12549 and 12689, a contract award shall not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235). SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. A contract award must not be made to parties listed in the SAM Exclusions. SAM exclusions can be accessed at www.sam.gov.

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Additionally, no contracts shall be awarded to any Contractor that has been debarred, suspended, or otherwise excluded from or ineligible for participation in any federal programs, including but not limited to the Department of Health and Human Work (DHHS), Office of Inspector General (OIG) - List of Excluded Individuals & Entities (LEIE); U.S. General Services Administration (GSA) – Excluded Parties List System (EPLS); All States (50) Health & Human Work Commission Medicaid OIG Sanction List; Government Terrorist Watch List (OFAC / Patriot Act); Department of Commerce, Bureau of Industry and Security, Denied Persons List; and Department of Homeland Security, Immigration and Customs Enforcement (ICE) Most Wanted.

This contract is a covered transaction for purposes of compliance with Title 2 C.F.R. parts 180 and 3000, and as such the Contractor is required to verify that none of the contractor, its principals (as defined at 2 C.F.R. § 180.995), or its affiliates (as defined at 2 C.F.R. § 180.905) are excluded (as defined at 2 C.F.R. § 180.940) or disqualified (as defined at 2 C.F.R. § 180.935). These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities (See 2 C.F.R Part 200, Appendix II). The Contractor must comply with 2 C.F.R. part 180, subpart C and 2 C.F.R. part 3000, subpart C and shall include this requirement and similar certification in all contracts between itself and any subcontractors in connection with the services performed under this Contract.

The Contractor confirms that it is eligible or otherwise not disqualified or prohibited from participation in federal or state assistance programs under Executive Order 12549, Debarment and Suspension. Additionally, the Contractor warrants that it is not debarred, suspended, or otherwise excluded from or ineligible for participation in any federal programs, including but not limited to the following: Department of Health and Human Work (DHHS), Office of Inspector General (OIG) - List of Excluded Individuals & Entities (LEIE); U.S. General Services Administration (GSA) – Excluded Parties List System (EPLS); All States (50) Health & Human Work Commission Medicaid OIG Sanction List; Government Terrorist Watch List (OFAC / Patriot Act); Department of Commerce, Bureau of Industry and Security, Denied Persons List; and Department of Homeland Security, Immigration and Customs Enforcement (ICE) Most Wanted. Galveston County reserves the right to verify any contractor's status and document instances of debarment, suspension, or other ineligibility.

Contractor shall verify that all subcontractors performing work under this Contract are not debarred, disqualified, or otherwise prohibited from participation in accordance with the requirements above. The Contractor further must notify Galveston County in writing immediately if Contractor or its subcontractors are not in compliance with Executive Order 12549 during the term of this contract. Contractor shall include this provision in all contracts between itself and any subcontractors in connection with the services performed under this Contract.

If it is found that the Contractor did not comply or is not in compliance with Executive Order 12549 (2 C.F.R. part 180, subpart C and 2 C.F.R. part 3000, subpart C), the Contractor may be subject to available remedies,

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including but not limited to, refunding Galveston County for any payments made to the Contractor while ineligible, and also acknowledges that the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

EQUAL EMPLOYMENT OPPORTUNITY (41 CFR 60-1.4(b) and 2 CFR 200 APPENDIX II (C))

Contractor must comply with, and incorporate or cause to be incorporated into any contract for construction work, or modification thereof, the Equal Employment Opportunity provisions as follows:

During the performance of this contract, the contractor agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

2. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
3. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
4. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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5. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
6. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
7. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
8. The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The Contractor further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The Contractor agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and

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that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The Contractor further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the Contractor agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the Contractor under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such Contractor; and refer the case to the Department of Justice for appropriate legal proceedings.

Contractor must include the equal opportunity clause in each of its nonexempt subcontracts, and to require all non-exempt subcontractors to include the equal opportunity clause in each of its nonexempt subcontracts.

EQUAL EMPLOYMENT OPPORTUNITY FOR WORKERS WITH DISABILITIES (48 CFR 52.22236)

During the performance of this contract, the Contractor must comply with required Equal Employment Opportunity for Workers with Disabilities provisions.

Contractor shall include the following equal opportunity clause in each of its covered Government contracts or subcontracts (and modifications, renewals, or extensions thereof if not included in the original contract):

- a. Equal opportunity clause. The Contractor shall abide by the requirements of the equal opportunity clause at 41 CFR 60-741.5(a), as of March 24, 2014. This clause prohibits discrimination against qualified individuals on the basis of disability and requires affirmative action by the Contractor to employ and advance in employment qualified individuals with disabilities.
- b. Subcontracts. The Contractor shall include the terms of this clause in every subcontract or purchase order in excess of \$15,000 unless exempted by rules, regulations, or orders of the Secretary, so that such provisions will be binding upon each subcontractor or vendor. The Contractor shall act as specified by the Director, Office of Federal Contract Compliance Programs of the U.S. Department of Labor, to enforce the terms, including action for noncompliance. Such necessary changes in language may be made as shall be appropriate to identify properly the parties and their undertakings.

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EQUAL EMPLOYMENT OPPORTUNITY FOR VEVRAA PROTECTED VETERANS (41 CFR 60.300)

Galveston County is an equal opportunity employer of protected veterans. During the performance of this contract, the Contractor must comply with required Equal Employment Opportunity for VEVRAA Protected Veterans provisions.

Contractor shall include the following equal opportunity clause in each of its covered Government contracts or subcontracts (and modifications, renewals, or extensions thereof if not included in the original contract):

- a. The definitions set forth in 41 CFR 60-300.2 apply to the terms used throughout this Clause, and they are incorporated herein by reference.
- b. The contractor shall not discriminate against any employee or applicant for employment because he or she is a disabled veteran, recently separated veteran, active-duty wartime or campaign badge veteran, or Armed Forces service medal veteran (hereinafter collectively referred to as "protected veteran(s)") in regard to any position for which the employee or applicant for employment is qualified. The contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified individuals without discrimination based on their status as a protected veteran in all employment practices, including the following:
 - i. Recruitment, advertising, and job application procedures.
 - ii. Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring.
 - iii. Rates of pay or any other form of compensation and changes in compensation.
 - iv. Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists.
 - v. Leaves of absence, sick leave, or any other leave.
 - vi. Fringe benefits available by virtue of employment, whether or not administered by the contractor.
 - vii. Selection and financial support for training, including apprenticeship, and on-the-job training under 38 U.S.C. 3687, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training.
 - viii. Activities sponsored by the contractor including social or recreational programs.

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- ix. Any other term, condition, or privilege of employment.

- c. The contractor shall immediately list all employment openings which exist at the time of the execution of this contract and those which occur during the performance of this contract, including those not generated by this contract and including those occurring at an establishment of the contractor other than the one where the contract is being performed, but excluding those of independently operated corporate affiliates, with the appropriate employment service delivery system where the opening occurs. Listing employment openings with the state workforce agency job bank or with the local employment service delivery system where the opening occurs will satisfy the requirement to list jobs with the appropriate employment service delivery system. In order to satisfy the listing requirement described herein, contractors must provide information about the job vacancy in any manner and format permitted by the appropriate employment service delivery system which will allow that system to provide priority referral of veterans protected by VEVRAA for that job vacancy. Providing information on employment openings to a privately run job service or exchange will satisfy the contractor's listing obligation if the privately run job service or exchange provides the information to the appropriate employment service delivery system in any manner and format that the employment service delivery system permits which will allow that system to provide priority referral of protected veterans.

- d. Listing of employment openings with the appropriate employment service delivery system pursuant to this clause shall be made at least concurrently with the use of any other recruitment source or effort and shall involve the normal obligations which attach to the placing of a bona fide job order, including the acceptance of referrals of veterans and nonveterans. The listing of employment openings does not require the hiring of any particular job applicants or from any particular group of job applicants, and nothing herein is intended to relieve the contractor from any requirements in Executive orders or regulations regarding nondiscrimination in employment.

- e. Whenever a contractor, other than a state or local governmental contractor, becomes contractually bound to the listing provisions in paragraphs 2 and 3 of this clause, it shall advise the employment service delivery system in each state where it has establishments that: (a) It is a Federal contractor, so that the employment service delivery systems are able to identify them as such; and (b) it desires priority referrals from the state of protected veterans for job openings at all locations within the state. The contractor shall also provide to the employment service delivery system the name and location of each hiring location within the state and the contact information for the contractor official responsible for hiring at each location. The "contractor official" may be a chief hiring official, a Human Resources contact, a senior management contact, or any other manager for the contractor that can verify the information set forth in the job listing and receive priority referrals from employment service delivery systems. In the event that the contractor uses any external job search organizations to assist in its hiring,

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the contractor shall also provide to the employment service delivery system the contact information for the job search organization(s). The disclosures required by this paragraph shall be made simultaneously with the contractor's first job listing at each employment service delivery system location after the effective date of this final rule. Should any of the information in the disclosures change since it was last reported to the employment service delivery system location, the contractor shall provide updated information simultaneously with its next job listing. As long as the contractor is contractually bound to these provisions and has so advised the employment service delivery system, there is no need to advise the employment service delivery system of subsequent contracts. The contractor may advise the employment service delivery system when it is no longer bound by this contract clause.

- f. The provisions of paragraphs 2 and 3 of this clause do not apply to the listing of employment openings which occur and are filled outside of the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Virgin Islands, American Samoa, the Commonwealth of the Northern Mariana Islands, Wake Island, and the Trust Territories of the Pacific Islands.
- g. As used in this clause:
 - i. All employment openings include all positions except executive and senior management, those positions that will be filled from within the contractor's organization, and positions lasting three days or less. This term includes full-time employment, temporary employment of more than three days' duration, and part-time employment.
 - ii. Executive and senior management means: (1) Any employee (a) compensated on a salary basis at a rate of not less than \$455 per week (or \$380 per week, if employed in American Samoa by employers other than the Federal Government), exclusive of board, lodging or other facilities; (b) whose primary duty is management of the enterprise in which the employee is employed or of a customarily recognized department or subdivision thereof; (c) who customarily and regularly directs the work of two or more other employees; and (d) who has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees are given particular weight; or (2) any employee who owns at least a bona fide 20-percent equity interest in the enterprise in which the employee is employed, regardless of whether the business is a corporate or other type of organization, and who is actively engaged in its management.
 - iii. Positions that will be filled from within the contractor's organization means employment openings for which no consideration will be given to persons outside the contractor's organization (including any affiliates, subsidiaries, and parent companies) and includes any openings which the contractor proposes to fill from regularly established "recall" lists. The

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exception does not apply to a particular opening once an employer decides to consider applicants outside of his or her own organization.

- h. The contractor shall comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
- i. In the event of the contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
- j. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Director, Office of Federal Contract Compliance Programs, provided by or through the contracting officer. Such notices shall state the rights of applicants and employees as well as the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants who are protected veterans. The contractor must ensure that applicants or employees who are disabled veterans are provided the notice in a form that is accessible and understandable to the disabled veteran (e.g., providing Braille or large print versions of the notice, posting the notice for visual accessibility to persons in wheelchairs, providing the notice electronically or on computer disc, or other versions). With respect to employees who do not work at a physical location of the contractor, a contractor will satisfy its posting obligations by posting such notices in an electronic format, provided that the contractor provides computers that can access the electronic posting to such employees, or the contractor has actual knowledge that such employees otherwise are able to access the electronically posted notices. Electronic notices for employees must be posted in a conspicuous location and format on the company's intranet or sent by electronic mail to employees. An electronic posting must be used by the contractor to notify job applicants of their rights if the contractor utilizes an electronic application process. Such electronic applicant notice must be conspicuously stored with, or as part of, the electronic application.
- k. The contractor will notify each labor organization or representative of workers with which it has a collective bargaining agreement or other contract understanding that the contractor is bound by the terms of VEVRAA and is committed to take affirmative action to employ and advance in employment, and shall not discriminate against, protected veterans.
- l. The contractor will include the provisions of this clause in every subcontract or purchase order of \$100,000 or more, unless exempted by the rules, regulations, or orders of the Secretary issued pursuant to VEVRAA so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the Director, Office of Federal Contract Compliance Programs, may direct to enforce such provisions, including action for noncompliance.

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- m. The contractor must, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to their protected veteran status.
- n. The Contractor shall forfeit as a penalty to the County who administers the subject Project receiving Federal assistance, Sixty Dollars (\$60.00) for each worker, employed for each calendar day, or a portion thereof, such worker is paid less than the said stipulated rates for any work done under this Project, by him/her or by any contractor under him/her.
- o. All contractors shall keep, or cause to be kept, an accurate record showing the names of all workers, also the actual per diem wages paid to each of such workers.

FAIR LABOR STANDARDS ACT

Contractor must comply the Fair Labor Standards Act of 1938 (29 U.S.C. Section 201 et seq.) as now or hereafter amended, which regulates wage, hour and other employment practices that govern the use of funds provided and the employment of personnel under this contract. The Contractor warrants that it will pay all its workers all monies earned by its workers including, but not limited to regular wages, any overtime compensation, or any additional payments pursuant to the Fair Labor Standards Act, 29 United States Code (U.S.C.) Section 207 9a(1), as amended; the Texas Pay Day Act; the Equal Pay Act; Title VII of the Civil Rights Act of 1964, 42 U.S.C. Section 2000, et al., as amended; or any provisions of the Texas Labor Code Ann., as amended.

FLOOD DISASTER PROTECTION ACT OF 1973 (24 CFR 570.605)

Contractor must comply with the provisions in 24 CFR 570.605, Section 202(a) of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4106), and the regulations in 44 CFR Parts 59-79.

GREEN BUILDING STANDARDS

At a minimum, Contractors and subcontractors must comply with local codes and any applicable national building codes for any work involving rehabilitation or construction, including design. When a contract is funded, in whole or in part, by HUD funding, Contractors must comply with applicable Green Building standards to the maximum extent feasible. Green Building standards may apply to single-family properties, multifamily properties, or both and may include, but are not limited to best practices defined under LEED, Enterprise Green Communities, or NAHB National Green Building Standards and may include specific measures for water conservation, energy efficiency, and indoor air quality. Contractor and subcontractors must comply with the following standards, as applicable:

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- 2009 ICC International Energy Conservation Code (IECC)
- ASHRAE 90.1-2007, which sets minimum energy standards for buildings except low-rise residential buildings
- ASHRAE 62.1-2010 and 62.2-2010, which set minimum standards for ventilation for indoor air quality for common areas in mid- and high-rise buildings, and low-rise residential buildings, respectively.
- New or replacement residential housing, when funded by CDBG-DR grants, must adhere to Green Building standards, including Energy Star Certified Homes or Energy Star for Multifamily High Rise and other applicable green building requirements.
- Moderate residential housing rehabilitation, when funded by CDBG-DR grants, must comply with the Community Planning & Development (CPD) Retrofit Checklist and provide Energy Star appliances, Water Sense or FEMP products if replaced.
- New or replacement residential housing, when funded by CDBG-DR grants, must adhere to Green Building standards, including Energy Star Certified Homes or Energy Star for Multifamily High Rise and other applicable green building requirements.

HOLD HARMLESS AGREEMENT

Contractor shall indemnify, defend, and hold harmless Galveston County from all claims for personal injury, death and/or property damage resulting directly or indirectly from contractor's performance. Contractor shall procure and maintain, with respect to the subject matter of this Invitation for Bids, appropriate insurance coverage including, at a minimum, public liability and property damage with adequate limits to cover contractor's liability as may arise directly or indirectly from work performed under terms of this Invitation for Bids. Certification of such coverage must be provided to the County upon request.

The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

LEAD-BASED PAINT (24 CFR 570.608)

Contractor and subcontractors must comply with the provisions found in 24 CFR 570.608, the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead Based Paint Hazard Reduction Act of 1992 (U.S.C. 4851-4856, and 24 CFR Part 35, subparts A, B, J, K, and R. This Article 2(f) is to be included in all subcontracts, for work in connection with this Contract, which relate to residential structures.

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NON-COLLUSION (The Sherman Act)

Contractor must comply with the requirements of The Sherman Act, which prohibit collusion. Collusion occurs when two persons or representatives of an entity or organization make an agreement to deceive or mislead another. Such agreements are usually secretive and involve fraud or gaining an unfair advantage over a third party, competitors, consumers or others with whom they are negotiating. The collusion, therefore, makes the bargaining process inherently unfair. Collusion can involve promises of future benefits, price or wage fixing, kickbacks, or misrepresenting the independence of the relationship between the colluding parties.

The Sherman Act prohibits any agreement among competitors to fix prices, rig bids, or engage in other anticompetitive activity. Collusion, bid rigging, or other anticompetitive activity is considered a felony.

Contractor shall not in any way, directly or indirectly:

- a. Collude, conspire, or agree with any other person, firm, corporation, Bidder or potential Bidder to the amount of this Bid or the terms or conditions of this Bid.
- b. Pay or agree to pay any other person, firm, corporation Bidder or potential Bidder any money or anything of value in return for assistance in procuring or attempting to procure a contract or in return for establishing the prices in the attached Bid or the Bid of any other Bidder.
- c. Assemble in coordination with any other organization in an attempt to fix the price of the work.

Contractors are expected to report any suspected fraud, collusion, or impropriety from the inception of solicitation through the end of the contract term.

NON-SEGREGATED FACILITIES

“Prohibition of Segregated Facilities”

- a. Segregated facilities means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex, sexual orientation, gender identity, or national origin because of written or oral policies or employee custom. The term does not include separate or single-user rest rooms or necessary dressing or sleeping areas provided to assure privacy between the sexes.

Sexual orientation has the meaning given by the Department of Labor's Office of Federal Contract Compliance Programs and is found at www.dol.gov/ofccp/LGBT/LGBT_FAQs.html.

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- b. The Contractor agrees that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The Contractor agrees that a breach of this clause is a violation of the Equal Opportunity clause in this contract.
- c. The Contractor shall include this clause in every subcontract and purchase order that is subject to the Equal Opportunity clause of this contract.

PARTICIPATION BY MINORITY & WOMEN-OWNED BUSINESS ENTERPRISES (2 CFR 200.321)

Contractor must comply with the Minority and Women-owned Business Enterprise participation requirements under 2 CFR 200.321. Contractors must take all affirmative steps necessary to subcontract with Minority and Women-owned Business Enterprises (MWBEs) to assure that MWBEs are used when possible. These affirmative steps shall include:

- A. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- B. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- D. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
- E. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

The State of Texas maintains a Historically Underutilized Business Program, which identifies any business at least 51 percent owned by an Asian Pacific American, Black American, Hispanic American, Native American, American woman and/or Service-Disabled Veteran, who resides in Texas and actively participate in the control, operations and management of the entity's affairs as a Historically Underutilized Business (also considered MWBE). Contractors who wish to check the status of a firm may visit <https://comptroller.texas.gov/purchasing/vendor/hub/>.

Contractors and subcontractors are required to facilitate Minority & Women-Owned Business Enterprise participation. Contractors are encouraged to utilize MWBEs / HUB firms as subcontractors, subconsultants, or

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suppliers in order to comply with the requirements and may check for firms who perform relevant work by searching <https://comptroller.texas.gov/purchasing/vendor/hub/>.

Contractor and subcontractors must facilitate Minority & Women-Owned Business Enterprise participation and take all affirmative steps to utilize MWBEs / HUB firms as subcontractors, subconsultants, or suppliers throughout the life of the Contract.

POTENTIAL CONFLICTS OF INTEREST

Pursuant to 2 CFR 200.112, Contractor must comply with disclosure requirements in accordance with Texas Local Government Code, Chapter 176. Contractor shall not use funds to directly or indirectly pay any person for influencing or attempting to influence any public employee or official in connection with the awarding of any contract or the extension, continuation, renewal, amendment or modification of any contract. By law, the Conflict of Interest Questionnaire (provided by the Texas Ethics Commission at www.ethics.state.tx.us) must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the Contractor becomes aware of facts that require the statement to be filed.

This law requires persons desiring to do business with the County to disclose any gifts valued in excess of \$250 given to any County Official or the County Official's family member, or employment of any County Official or the County Official's family member during the preceding twelve (12) month period. The disclosure questionnaire must be filed with the Galveston County Clerk. Refer to Texas Local Government Code, Chapter 176 for the details of this law.

An outside consultant or contractor is prohibited from submitting a bid for services on a Galveston County project of which the consultant or contractor was a designer or other previous contributor, or was an affiliate, subsidiary, joint venture or was in any other manner associated by ownership to any party that was a designer or other previous contributor. If such a consultant or contractor submits a prohibited bid, that bid shall be disqualified on the basis of conflict of interest, no matter when the conflict is discovered by Galveston County.

PREVAILING WAGES (2 CFR 200 APPENDIX II (D) and TGC 2258)

Pursuant to 2 CFR 200 Appendix II (D), Contractor must comply with Texas Government Code (TGC) 2258, Prevailing Wage Rates. Accordingly, Contractor must submit a certified payroll records as required, and compensate any worker employed on a public works project not less than as applicable. As noted under "Davis Bacon and Related Acts", when required by Federal program legislation, construction contracts in excess of \$2,000 awarded by Galveston County shall require compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, Contractor must pay wages to laborers and mechanics at a rate not less than the local prevailing wages, or Davis Bacon wages, as applicable. If both Texas prevailing wages and Davis Bacon provide rates for

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a particular class, Contractors must pay the greater wage rate. In addition, Contractor must pay wages not less than once a week.

In compliance with Section 2258 of the Texas Government Code, Contractor and any subcontractor hired by Contractor for the construction of any project, shall pay not less than the rates set forth in the Schedule of Prevailing Wages attached and incorporated by reference. In submitting a Bid, Contractor warrants that it and its subcontractors shall comply with all requirements and worker ratios per the applicable Schedule of Prevailing Wages and Texas state law.

Contractor must submit certified payroll of contractor and all subcontractors on a weekly basis. At County's request, Contractor must make available and shall require its subcontractors to make available, copies of cancelled checks and check stubs for comparisons by the County or its agents. Regardless of whether Davis Bacon or Texas Prevailing Wages apply, the County reserves the right for its agents to visit the project site and to interview contractor, its subcontractors and employees of each on any date or time, as often as desired during the construction period, without prior notification.

Galveston County will ascertain if proper wage rates are being paid to the employees as required. In the event of a discrepancy between the work performed and the wages paid, the County shall document same and notify Contractor. If, for any length of time and as determined by Galveston County, discrepancies appear between the certified payrolls and the actual wage paid, the County shall require check stubs to be attached to each weekly certified payroll.

Pursuant to Texas Government Code Section 2258.051, the County reserves the right to withhold any monies due Contractor until such discrepancy is resolved and the necessary adjustment made. The Contractor shall forfeit as a penalty, in accordance with Texas Government Code Section 2258.023(b), to the County or entity who administers the subject Project receiving Federal assistance, Sixty Dollars (\$60.00) for each worker, employed for each calendar day, or a portion thereof, such worker is paid less than the said stipulated rates for any work done under this Project, by him/her or by any contractor/subcontractor under him/her.

All contractor/subcontractor shall keep, or cause to be kept, an accurate record showing the names of all workers, also the actual per diem wages paid to each of such workers. Contractor shall impose these same obligations upon its Subcontractors. Contractor understands that with weekly or monthly certified payrolls, contractor is responsible for any and all penalties that shall accrue during the month, regardless of the fact that any error could not be discovered by the Contract Compliance Officer until the following certified payroll.

PROCUREMENT OF RECOVERED MATERIALS (2 CFR 200.322)

Pursuant to 2 CFR 200.322, Contractor must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act at 42 U.S.C. § 6962). As such, any contractors awarded under this contract opportunity is subject to the requirements of

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Section 6002, which include procuring only items designated in guidelines of the EPA at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS

Contractor must comply with 31 U.S.C. Chapter 38, Administrative Remedies for False Claims and Statements, which shall apply to the activities and actions of the Contractor and its subcontractors pertaining to any matter resulting from the contract.

RESTRICTIONS ON PUBLIC BUILDINGS AND PUBLIC WORKS PROJECTS CERTIFICATION

- b. Definitions. The definitions pertaining to this provision are those that are set forth on the clause entitled "Restrictions on Public Works Projects." (Set out under "Contract Clauses" below.)
- c. Certification. Except as provided in paragraph (C) of this provision, by submission of its bid or proposal, Bidder certifies that it:
 - i. Is not a Contractor of a foreign country included on the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR) (see paragraph (H) of this provision);
 - ii. Has not or will not enter into any subcontract with a subcontractor of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR, and
 - iii. Will not provide any product of a country included on the list of foreign countries that discriminate against the U.S. firms published by the USTR.
- d. Inability to certify. A Bidder unable to certify in accordance with paragraph (b) of this provision shall submit with its offer a written explanation fully describing the reasons for its inability to make the certification.
- e. Applicability of 18 U.S.C. 1001. This certification is paragraph (B) of this provision concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18 U.S.C. 1001.

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- f. Notice. Bidder shall provide written notice to the Contracting Officer if, at any time before the contract award, Bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- g. Restrictions on contract award. Unless a waiver to these restrictions is granted by the Secretary of Housing and Urban Development, no contract will be awarded to a Bidder (1) who is owned or controlled by a citizen or national of a foreign country included on the list of foreign countries that discriminate against U.S. firms published by the USTR, (2) whose subcontractors are owned or controlled by citizens or national of a foreign country on the USTR list or, (3) who incorporates any product of a foreign country on the USTR list in the public works project.
- h. USTR List. The USTR published an initial list in the Federal Register on December 30, 1987 (53 FR 49244), which identified one country-Japan. The USTR can add countries to the list, and remove countries from it, in accordance with section 109 (C) of PUB. L. 100-202.

RESTRICTIONS ON PUBLIC BUILDINGS AND PUBLIC WORKS PROJECTS

- a. Definitions. "Component", as used in this clause, means those articles, materials, and supplies incorporated directly into the product. "Contractor or subcontractor of a foreign country," as used in this clause, means any Contractor or subcontractor that is a citizen or national of a foreign country or is controlled directly or indirectly by citizens or nationals of a foreign country. A contractor or subcontractor shall be considered to be a citizen or national of a foreign country, or controlled directly or indirectly by citizens or nationals of a foreign country:
 - i. If 50 percent or more of the Contractor or subcontractor is owned by a citizen or a national of the foreign country;
 - ii. If the title to 50 percent or more of the stock of the Contractor or subcontractor is held subject to trust or fiduciary obligation in favor of citizens or nationals of the foreign country.
 - iii. If 50 percent or more of the voting power in the Contractor or subcontractor is vested in or exercisable on behalf of a citizen or national of the foreign country; iv. In the case of a partnership, if any general partner is a citizen of the foreign country;
 - v. In the case of a corporation. If its presidents or other chief executive officer or the chairman of its board of directors is a citizen of the foreign country or the majority of any number of

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its directors necessary to constitute a quorum are citizens of the foreign country or the corporation is organized under the laws of the foreign country or any subdivision, territory, or possession thereof; or

- vi. In case of a contractor or subcontractor who is a joint venture, if any participant firm is a citizen or national of a foreign country or meets any of the criteria in subparagraphs (A) 1 through 5 of this clause. "Product", as used in this clause, means construction materials, i.e. articles, materials and supplies brought to the construction site for incorporation into the public works project, including permanently affixed equipment, instruments, utilities, electronic or other devices, but not including vehicles or construction equipment. In determining the origin of a product, Galveston County will consider a product as produce in a foreign country if it has been assembled or manufactured in the foreign country, or if the cost of the components mined, produced, or manufactured in the foreign country exceed 50 percent of the cost of all its components.
- b. Restrictions. The Contractor shall not (1) knowingly enter into any subcontract under this contract with a subcontractor of a foreign country included on the list of countries that discriminate against U.S. firms published by the United States Trade Representative (see paragraph (C) of this clause, or (2) supply any product under this contract of a country included on the list of foreign countries that discriminate against U.S. firms published by the USTR.
- c. USTR List. The USTR published an initial list in the Federal Register on December 30, 1987 (53 FR 49244), which identified one country-Japan. The USTR can add other countries to the list, or remove countries from it, in accordance with section 109 (C) of PUB. L. 100-102.
- d. Certification. The Contractor may rely upon the certification of a prospective subcontractor that it is not a subcontractor of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR and that products supplied by such subcontractor for use on the Federal public works project under this contract are not products of a foreign country included on the list of foreign countries that discriminate against U.S. firms published by the USTR, unless such Contractor has knowledge that the certification is erroneous.
- e. Subcontractors. The Contractor shall incorporate this clause, modified only for the purpose of properly identifying the parties, in all subcontracts. This paragraph (E) shall also be incorporated in all subcontracts.

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RIGHTS TO INVENTIONS (2 CFR Appendix II to Part 200 (F))

Any discovery or invention that arises during the course of the contract shall be reported to Galveston County. This clause requires the Contractor to disclose promptly inventions to the County (within 2 months) after the inventor discloses it in writing to Contractor personnel responsible for patent matters. The awarding agency shall determine how rights in the invention/discovery shall be allocated consistent with "Government Patent Policy" and Title 37 C.F.R. § 401.

If the Federal award meets the definition of "funding agreement" under 37 C.F.R. §.401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of Title 37 C.F.R. § 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974 (24 CFR 570.602)

Section 109 of the Act requires that no person in the United States shall on the grounds of race, color, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance made available pursuant to the Act. Section 109 also directs that the prohibitions against discrimination on the basis of age under the Age Discrimination Act and the prohibitions against discrimination on the basis of disability under Section 504 shall apply to programs or activities receiving Federal financial assistance under Title I programs. The policies and procedures necessary to ensure enforcement of section 109 are codified in 24 CFR part 6.

SECTION 3 ACT OF 1968 (12 U.S.C. 1701u and 24 CFR Part 135)

DISCLAIMER: THIS CONTRACT [IS / IS NOT] HUD-FUNDED AND THEREFORE SECTION 3 [DOES / DOES NOT] APPLY TO THIS CONTRACT.

For any HUD-funded contract with a value in excess of \$100,000, Contractor and subcontractors must comply with the Section 3 Act of 1968. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons. Section 3 is triggered when the normal completion of construction and rehabilitation projects creates the need for new employment, contracting, or training opportunities.

ATTACHMENT B

REQUEST FOR PROPOSAL FOOD SERVICE FOR JERRY J. ESMOND JUVENILE JUSTICE CENTER GALVESTON COUNTY, TEXAS

For any Section 3 Covered Contracts, Contractor and subcontractors must comply with all provisions of the Section 3 Act of 1968, contained under 24 CFR 135. Contractor and subcontractors must include the Section 3 Clause in its entirety, in every subcontract subject to compliance with regulations in 24 CFR 135.

Contractor and subcontractors must assure that to the greatest extent feasible, contracts for work to be performed in connection with the project are awarded to Section 3 Business Concerns. Contractor and subcontractors must post all new hire opportunities with the local Workforce Solutions Center and/or Work-in-Texas, in accordance with 24 CFR 135. The minimum numeric goals for Section 3 utilization are:

- 30 percent of total number of new hires are Section 3 Residents (i.e. 1 out of 3 new hires); 10 percent of all awarded construction contracts are awarded to Section 3 Business Concerns;
- 3 percent of all awarded non-construction contracts are awarded to Section 3 Business Concerns.

§ 135.38 Section 3 clause.

All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where

ATTACHMENT B

REQUEST FOR PROPOSAL FOOD SERVICE FOR JERRY J. ESMOND JUVENILE JUSTICE CENTER GALVESTON COUNTY, TEXAS

the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and sub contracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

TERMINATION FOR CAUSE & CONVENIENCE (2 CFR Appendix II to Part 200 (A) and (B))

Pursuant to 2 CFR Appendix II to Part 200 (A), Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, shall address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to 2 CFR Appendix II to Part 200 (B), all contracts in excess of \$10,000 shall address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement. Galveston County shall have the right to terminate this contract for cause and convenience.

In the event of a failure by Contractor to satisfactorily perform the services specified herein and/or a default by Contractor in abiding by the other terms and conditions of this Contract, Galveston County may terminate the Contract on written notice to Contractor and Contractor shall be liable for all damages, costs, and expenses (including attorney fees) incurred by County related to this default. Such termination is in addition to and not in lieu of any other remedies that Galveston County may have in law or equity. Administrative remedies for nonperformance, violation or breach of contract terms, or termination of contract for default may include suspension and debarment. Galveston County may assess liquidated damages for failure to meet completion deadlines, contract breaches, or performance failures of the Contractor or its Subcontractors.

ATTACHMENT B

REQUEST FOR PROPOSAL

FOOD SERVICE FOR JERRY J. ESMOND JUVENILE JUSTICE CENTER

GALVESTON COUNTY, TEXAS

Contractor shall be provided the opportunity to cure certain performance failures or instances of default as described in the contract documents. The legal dispute resolution process as applicable under the Texas Civil Practice and Remedies Code shall include, but is not limited to, Texas and Civil Practice and Remedies Section 38 – Attorney’s Fees, Texas Civil Practice and Remedies Section 41 – Damages, and Texas Civil Practice and Remedies Section 154 – General Provisions. Galveston County and Contractor(s) should attempt to resolve any claim for breach of contract made by Contractor, to the extent it is applicable to the Contract and not preempted by other law. Except as otherwise provided by law, nothing herein is a waiver by the County or the State of Texas of the right to seek redress in a court of law.

Termination provisions are included in the Contract Requirements & Payment, Section VIII, portion of this IFB.

WHISTLEBLOWER PROTECTION ACT

Contractor, subcontractors, and employees working on this Project shall be subject 41 U.S. Code § 4712, which requires that an employee of a contractor, subcontractor, grantee, or subgrantee or personal services contractor may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.

The Contractor shall inform its employees and subcontractors in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation. The Contractor shall insert the substance of this clause, including this paragraph, in all subcontracts providing services for this Project.



Prohibition on Contracts with Companies Boycotting Israel

Prohibition on contracts with companies boycotting Israel per Government Code 2271.001 Definitions:

- (1) "Boycott Israel" has the meaning assigned by Section 808.001.
- (2) "Company" has the meaning assigned by Section 808.001; except that the term does not include a sole proprietorship.
- (2) "Governmental entity" has the meaning assigned by Government Code, Section 2251.001.

PROVISION REQUIRED IN CONTRACT. (a) This section applies only to a contract that:

- (1) is between a governmental entity and a company with 10 or more full-time employees; and
- (2) has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.

(b) A governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

- (1) does not boycott Israel; and
- (2) will not boycott Israel during the term of the contract.

As required by GOVERNMENT CODE, CHAPTER 2271, CONTRACTOR hereby verifies that it does not boycott Israel and will not boycott Israel throughout the term of this Agreement. For the purposes of this verification, "Boycott Israel" means refusing to deal with, terminating business activities, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

Individual by oath swears that the following statements are factual and true:

1. Individual is authorized by the Contractor to make this statement for the Contractor.
2. Individual has read and is fully aware of the facts stated in this statement.
3. Individual can read and comprehend the English language.
4. In accordance with Texas Government Code Section 2271.002, this company does not boycott Israel and will not boycott Israel during the term of this contract/agreement.

Date: _____

Business Name of Contractor: _____

Company Address: _____

County of Contractor: _____

A Individual: _____

Signature of Individual: _____



Prohibition on Contracts with Certain Companies

Prohibition on contracts with certain companies per Government Code 2252.151 Definitions:

(1)“Company” has the meaning assigned by Section 806.001.

(2)“Foreign terrorist organization” means an organization designated as a foreign terrorist organization by the United States secretary of state as authorized by 8 U.S.C. Section 1189.

(3)“Governmental contract” means a contract awarded by a governmental entity for general construction, an improvement, a service, or a public works project for a purchase of supplies, materials, or equipment. The term includes a contract to obtain a professional or consulting service subject to Government Code, Chapter 2254.

(4)“Governmental entity” has the meaning assigned by Government Code, Section 2252.001.

Section 2252.152 – CONTRACTS WITH COMPANIES ENGAGED IN BUSINESS WITH IRAN, SUDAN, OR FOREIGN TERRORIST ORGANIZATION PROHIBITED. A governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Section 806.051, 807.051, or 2252.153.

Section 2252.153 – Listed Companies. The comptroller shall prepare and maintain, and make available to each governmental entity, a list of companies known to have contracts with or provide supplies or services to a foreign terrorist organization.

Pursuant to Chapter 2252, Texas Government Code, VENDOR represents and certifies that, at the time of execution of this Agreement, neither Vendor, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same (i) engages in business with Iran, Sudan, or any foreign terrorist organization as described in Chapters 806 or 807 of the Texas Government Code, or Subchapter F of Chapter 2252 of the Texas Government Code, or (ii) is a company listed by the Texas Comptroller of Public Accounts under Sections 806.051, 807.051, or 2252.153 of the Texas Government Code. The term “foreign terrorist organization” in this paragraph has the meaning assigned to such term in Section 2252.151 of the Texas Government Code.

Individual by oath swears that the following statements are factual and true:

1. Individual is authorized by the Contractor to make this statement for the Contractor.
2. Individual has read and is fully aware of the facts stated in this statement.
3. Individual can read and comprehend the English language.
4. As required by GOVERNMENT CODE, CHAPTER 2252.152, CONTRACTOR hereby verifies that it is not identified on a list prepared and maintained under Section 806.051, 807.051, or 2252.153, or contracting with a company doing business with Iran, Sudan, or any foreign terrorist organizations.

Date: _____

Business Name of Contractor: _____

Company Address: _____

County of Contractor: _____

Name of Individual: _____

Signature of Individual: _____

CERTIFICATION REGARDING LOBBYING
(31 U.S.C.A. § 1352)
This Certification must be completed, signed, dated and
returned to the Galveston County Purchasing Agent

Procurement Number and Description: _____

RFP #B212015, Food Service for Jerry J. Esmond Juvenile Justice Center

Proposer **CERTIFIES**, to the best of its knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the proposer, to any person for influencing or attempting to influence an officer or employee of an 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 any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any 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 contract, grant, loan, or cooperative agreement, the proposer shall complete and submit **Standard Form LLL**, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. Proposer shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. 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.

Name of Organization/Corporation: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Signature of Authorized Signatory for Proposer: _____ Date Signed: _____

Title of Authorized Signatory of Proposer: _____

State of Texas
County of Galveston

§
§
§

NON-COLLUSION AFFIDAVIT

Before me, the undersigned notary, on this day personally appeared _____ (Affiant), whom being first duly sworn, deposes and certifies that:

- Affiant is the _____ of _____, that
(Individual, Partner, Corporate Officer) (Name of Proposer)
submitted the attached Bid/Proposal in **RFP No. B212015, Food Service for Jerry J. Esmond Juvenile Justice Center**
- Affiant is a duly authorized representative of Proposer and is authorized to make this Non-Collusion Affidavit;
- The attached Proposal/Bid is genuine and is not a collusive or sham Proposal/Bid;
- The attached Proposal/Bid has been independently arrived at without collusion with any other bidder, proposer, person, firm, competitor, or potential competitor;
- Bidder/Proposer has not colluded, conspired, connived or agreed, directly or indirectly, with any other bidder, proposer, person, firm, competitor, or potential competitor, to submit a collusive or sham bid or that such other bidder, proposer, person, firm, competitor, or potential competitor shall refrain from bidding/proposing;
- Bidder/Proposer has not in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, proposer, person, firm, competitor, or potential competitor to fix the price or prices in the attached Bid/Proposal or of the bid/proposal any other bidder/proposer;
- Bidder/Proposer has not in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, proposer, person, firm, competitor, or potential competitor to fix the overhead, profit or cost element of the Bid/Proposal price or prices of any other bidder/proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against Galveston County or any person interested in the proposed contract;
- Affiant has not in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, proposer, person, firm, competitor, or potential competitor, paid or agreed to pay any other bidder, proposer, person, firm, competitor, or potential competitor any money or anything of value in return for assistance in procuring or attempting to procure a contract or in return for establishing the price or prices in the attached Bid/Proposal or the bid/proposal of any other Bidder/Proposer; and
- Affiant certifies that Affiant is fully informed regarding the accuracy of the statements contained herein, and under penalties of perjury, certifies and affirms the truth of the statements herein, such penalties being applicable to the Bidder/Proposer as well as to Affiant signing on its behalf.

Signature of Affiant

SWORN TO and SUBSCRIBED before me this _____ day of _____, 2021.

Notary Public

My Commission Expires: _____

**GALVESTON COUNTY, TEXAS
FOOD SERVICE FOR JERRY J. EMSOND JUVENILE JUSTICE CENTER
PROPOSAL FORM**

THE COMPANY OF: _____

Address: _____

FEIN (TAX ID): _____

The following shall be returned with your bid. Failure to do so may be ample cause for rejection of bid as non responsive. It is the responsibility of the Bidder to ensure that Bidder has received all addenda.

- | Items: | Confirmed (X): |
|---|-------------------------------------|
| 1. References (if required) | _____ |
| 2. Addenda, if any | #1 _____ #2 _____ #3 _____ #4 _____ |
| 3. One (1) original and three (3) copies of submittal | _____ |
| 4. Proposal Forms | _____ |
| 5. Vendor Qualification packet | _____ |
| 6. Payment Terms: | _____ net 30 _____ Other |
| 7. Non-Collusion Affidavit | _____ |
| 8. Debarment Form | _____ |
| 9. Lobbying Certificate | _____ |
| 10. Three (3) signed contracts (included) | _____ |

Person to contact regarding this proposal: _____

Title: _____ Phone: _____ Fax: _____

E-mail address: _____

Name of person authorized to bind the Firm: _____

Signature: _____ Date: _____

Title: _____ Phone: _____ Fax: _____

E-mail address: _____

**GALVESTON COUNTY, TEXAS
FOOD SERVICE FOR JERRY J. EMSOND JUVENILE JUSTICE CENTER
PROPOSAL FORM**

Proposer shall use this form to provide the information for notice.

1. Contact information for notice:

Name: _____
Address: _____

Telephone Number: _____ Facsimile number: _____

2. If a copy of notice is requested, please complete below:

Name: _____
Address: _____

Telephone Number: _____ Facsimile number: _____

3. If second or more copies are requested for notice, please supplement this form and clearly mark the supplement as "Supplementary Notice Information."

Proposer to submit reference information. Proposer shall use this form to provide minimum required reference information. If Proposer wishes to provide more than the minimum, Proposer should supplement this form and should clearly mark the supplement as "Supplementary Reference Information."

1. References who can attest to the Proposer's capability to carry out the requirements set forth in this qualification:

Business Name of Organization: _____
Name of Person: _____
Title of Individual within Organization, if applicable _____
Business address: _____

Telephone number: _____ Facsimile number: _____

Business Name of Organization: _____
Name of Person: _____
Title of Individual within Organization, if applicable _____
Business address: _____

Telephone number: _____ Facsimile number: _____

Business Name of Organization: _____
Name of Person: _____
Title of Individual within Organization, if applicable _____
Business address: _____

Telephone number: _____ Facsimile number: _____

PROPOSAL FORM
FOOD SERVICE FOR JERRY J. EMSOND JUVENILE JUSTICE CENTER
GALVESTON, TEXAS

References of major supplier of Proposer who can speak to the financial capability of the Proposer to carry out the requirements set forth in this qualification:

1. Business Name of Supplier _____
Name of Person: _____
Title of Individual within business: _____
Business address: _____

Telephone number: _____ Facsimile number: _____

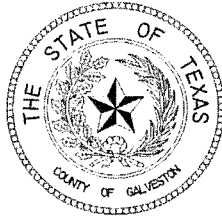
2. Business Name of Supplier _____
Name of Person: _____
Title of Individual within business: _____
Business address: _____

Telephone number: _____ Facsimile number: _____

3. Business Name of Supplier _____
Name of Person: _____
Title of Individual within business: _____
Business address: _____

Telephone number: _____ Facsimile number: _____

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County of Galveston

ACKNOWLEDGMENT AND CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER INELGIBILITY Executive Orders 12549 & 12689 Certification, Debarment and Suspension

Solicitation Number: RFP #B212015

Solicitation Title: Food Service for Jerry J. Esmond Juvenile Justice Center

Contractor hereby CERTIFIES that:

Contractor, and all of its principals, is not presently debarred, suspended, proposed for debarment, proposed for suspension, or declared ineligible under Executive Order 12549 or Executive Order 12689, Debarment and Suspension, and is not in any other way ineligible for participation in Federal or State assistance programs;

Contractor, and all of its principals, were not and have not been debarred, suspended, proposed for debarment, proposed for suspension, or declared ineligible under Executive Order 12549 or Executive Order 12689, Debarment and Suspension, and were not and have not been in any other way ineligible for participation in Federal or State assistance programs at the time its' proposal was submitted in the procurement identified herein and at any time since submission of its' proposal;

Contractor has included, and shall continue to include, this certification in all contracts between itself and any sub-contractors in connection with services performed under this contract; **and**

Contractor shall notify Galveston County in writing immediately, through written notification to the Galveston County Purchasing Agent, if Contractor is not in compliance with Executive Order 12549 or 12689 during the term of its contract with Galveston County.

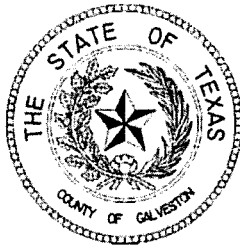
Contractor **Represents** and **Warrants** that the individual executing this Acknowledgment and Certification on its behalf has the full power and authority to do so and can legally bind the Contractor hereto.

Name of Business

Date

By: _____
Signature

Printed Name & Title



County of Galveston Purchasing Department Vendor Qualification Packet

(rev. 1.4, September 28, 2017)

All interested parties seeking consideration for qualified vendor status with the County of Galveston should complete and return only the following forms to:

Galveston County Purchasing Department
722 Moody Avenue, (21st Street), 5th Floor
Galveston, Texas 77550
(409) 770-5371 office
(409) 621-7987 fax

- PEID Form:** Person /Entity Information Data
- W -9 Form:** Request for Taxpayer Identification Number and Certification
(please note that the included form may not be the latest revised form issued by the Internal Revenue Service. Please check the IRS website at <http://www.irs.gov/pub/irs-rd/ffw9.pdf> for the latest revision of this form.)
- CIQ Form:** Conflict of Interest Questionnaire
(please note that the included form may not be the latest revised form issued by the State of Texas Ethics Commission. Please check the Texas Ethics Commission website at http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm for the latest revision of this form. Please note that Galveston County Purchasing Agent is not responsible for the filing of this form with the Galveston County Clerk per instructions of the State of Texas Ethics Commission).
- Debarment:** **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS & REQUIREMENT TO REGISTER IN SAM**
*Vendors/contractor certifies that neither it, nor any of its Principals, are presently debarred, suspended, proposed for debarment, disqualified, excluded, or in any way declared ineligible for the award of contracts by any Federal agency. Vendor agrees that it shall refund Galveston County for any payments made to Contractor while ineligible. Vendor acknowledges that Contractor's uncured failure to perform under any agreement with the County of Galveston, if such should occur, may result in Contractor being debarred from performing additional work for the County, the respecting State Agency administering the grant funding the contract, if applicable, the State, FEMA or HUD (as applicable), and other Federal and State entities. Further, Vendor has executed the Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters and returned the fully completed and executed original certification with the submission of this Vendor Qualification Packet. **The truthful and fully completed and executed original of the Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters must be included with the submission of this Vendor Qualification Packet and is a mandatory requirement to become a vendor of Galveston County. Vendor's failure to include the fully completed and executed original of this Certification shall be considered non-compliant with the requirements of this vendor qualification request and grounds for the rejection of vendor's request. Vendor shall immediately notify the County Purchasing Agent if it becomes debarred or suspended, placed on***

the Consolidated List of Debarred Contractors, or in any other way becomes ineligible for award of contract by any Federal agency. This Certification is a material fact relied upon by Galveston County; if it is later determined that the vendor did not comply with 2 C. F. R. Part 180 and 2 C.F.R. Part 3000, in addition to the remedies available to Galveston County and the State agency administering a grant, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment of contractor. If the contract to be awarded pursuant to a Galveston County procurement effort involves the use of Federal funds, then vendor must also be registered in the Federal Contractor Registry through the System for Award Management (SAM) to be eligible for award of contract pursuant to the procurement.

Information regarding the SAM is available at:

<http://federalcontractorregistry.com/?gclid=CIGlh2rr8wCFYkCaQoducANZw> or at <http://sam.gov/portal/SAM/#1>.

No contract involving the use of Federal funds may be awarded to any vendor unless and until such registration is current and in good standing under SAM Successful vendors must maintain SAM registration throughout the entire term of any contractual agreement with the County. If a contract involves the use of Federal funds, then vendor must enclose proof of such SAM registration within its response, which is also a mandatory requirement of County procurement policy; failure to enclose such proof shall be considered non-compliant with the requirements of any procurement effort and grounds for the rejection of vendor's response to any procurement efforts (i.e., bid, proposal, or qualifications statement, as applicable).

Direct Deposit: Direct Deposit Authorization Form – Temporarily suspended until further notice

Certificate(s) of Insurance: If the person or entity seeking qualified vendor status with the County will be performing work at or on any County owned facility and/or property, Certificate(s) of Insurance are required to be submitted prior to performing any work.

Insurance requirements are as follows:

Public Liability and Property Damage Insurance:

Successful vendor agrees to keep in full force and effect, a policy of public liability and property damage insurance issued by a casualty company authorized to do business in the State of Texas, and in standard form approved by the Board of Insurance Commissioners of the State of Texas, with coverage provisions insuring the public from any loss or damage that may arise to any person or property by reason of services rendered by vendor. Vendor shall at its own expense be required to carry the following minimum insurance coverages:

1. For damages arising out of bodily injury to or death of one person in anyone occurrence - one hundred thousand and no/100 dollars (\$100,000.00);
2. For damages arising out of bodily injury to or death of two or more persons in anyone occurrence - three hundred thousand and no/100 dollars (\$300,000.00); and
3. For injury to or destruction of property in anyone occurrence - one hundred thousand and no/100 dollars (\$100,000.00).

This insurance shall be either on an occurrence basis or on a claims made basis. Provided however, that if the coverage is on a claims made basis, then the vendor shall be required to purchase, at the termination of this agreement, tail coverage for the County for the period of the County's relationship with the vendor under this agreement. Such coverage shall be in the amounts set forth in subparagraphs (1), (2), and (3) above.

Worker's Compensation Insurance:

Successful vendor shall also carry in full force Workers' Compensation Insurance policy(ies), if there is more than one employee, for all employees, including but not limited to full time, part time, and emergency employees employed by the vendor. Current insurance certificates certifying that such policies as specified above are in full force and effect shall be furnished by the vendor to the County.

The County of Galveston shall be named as additional insured on policies listed in subparagraphs above and shall be notified of any changes to the policy(ies) during the contractual period.

Insurance is to be placed with insurers having a Best rating of no less than A. The vendor shall furnish the County with certificates of insurance and original endorsements affecting coverage required by these insurance clauses. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The vendor shall be required to submit annual renewals for the term of any contractual agreement, purchase order or term contract, with Galveston County prior to expiration of any policy.

In addition to the remedies stated herein, the County has the right to pursue other remedies permitted by law or in equity.

The County agrees to provide vendor with reasonable and timely notice of any claim, demand, or cause of action made or brought against the County arising out of or related to utilization of the property. Vendor shall have the right to defend any such claim, demand, or cause of action at its sole cost and expense and within its sole and exclusive discretion. The County agrees not to compromise or settle any claim or cause of action arising out of or related to the utilization of the property without the prior written consent of the vendor.

In no event shall the County be liable for any damage to or destruction of any property belonging to the vendor unless specified in writing and agreed upon by both parties.

Procurement Policy - Special Note:

Understand that it is, according to Texas Local Government Code, Section 262.011, Purchasing Agents, subsections (d), (e), and (0, the sole responsibility of the Purchasing Agent to supervise all procurement transactions.

Therefore, be advised that all procurement transactions require proper authorization in the form of a Galveston County purchase order from the Purchasing Agent's office prior to commitment to deliver supplies, materials, equipment, including contracts for repair, service, and maintenance agreements. Any commitments made without proper authorization from the Purchasing Agent's office, pending Commissioners' Court approval, may become the sole responsibility of the individual making the commitment including the obligation of payment.

Code of Ethics - Statement of Purchasing Policy:

Public employment is a public trust. It is the policy of Galveston County to promote and balance the objective of protecting the County's integrity and the objective of facilitating the recruitment and retention of personnel needed by Galveston County. Such policy is implemented by prescribing essential standards of ethical conduct without creating unnecessary obstacles to entering public office.

Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the Galveston County procurement organization.

To achieve the purpose of these instructions, it is essential that those doing business with Galveston County also observe the ethical standards prescribed here.

General Ethical Standards: It shall be a breach of ethics to attempt to realize personal gain through public employment with Galveston County by any conduct inconsistent with the proper discharge of the employee's duties.

It shall be a breach of ethics to attempt to influence any public employee of Galveston County to breach the standards of ethical conduct set forth in this code.

It shall be a breach of ethics for any employee of Galveston County to participate directly or indirectly in procurement when the employee knows that:

- The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement.
- A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement.
- Any other person, business or organization with which the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

Gratuities: It shall be a breach of ethics to offer, give or agree to give any employee of Galveston County, or for any employee or former employee of Galveston County to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before this government.

Kickbacks: It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for Galveston County, or any person associated therewith, as an inducement for the award of a subcontract or order.

Contract Clause: The prohibition against gratuities and kickbacks prescribed above shall be conspicuously set forth in every contract and solicitation by Galveston County.

Confidential Information: It shall be a breach of ethics for any employee or former employee of Galveston County to knowingly use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.

Questions/Concerns:

If you have any questions or concerns regarding the information or instructions contained within this packet, please contact any member of the Purchasing Department staff at **(409) 770-5371**.

CONFLICT OF INTEREST DISCLOSURE REPORTING

Proposer may be required under Chapter 176 of the Texas Local Government Code to complete and file a conflict of interest questionnaire (CIQ Form). If so, the completed CIQ Form must be filed with the County Clerk of Galveston County, Texas.

If Proposer has an employment or other business relationship with an officer of Galveston County or with a family member of an officer of Galveston County that results in the officer or family member of the officer receiving taxable income that exceeds \$2,500.00 during the preceding 12-month period, then Proposer **MUST** complete a CIQ Form and file the original of the CIQ Form with the County Clerk of Galveston County.

If Proposer has given an officer of Galveston County or a family member of an officer of Galveston County one or more gifts with an aggregate value of more than \$250.00 during the preceding 12-months, then Proposer **MUST** complete a CIQ Form and file the original of the CIQ Form with the County Clerk of Galveston County

The Galveston County Clerk has offices at the following locations:

Galveston County Clerk
Galveston County Justice Center, Suite 2001
600 59th Street
Galveston, Texas 77551

Galveston County Clerk
North County Annex, 1st Floor
174 Calder Road
League City, Texas 77573

Again, if Proposer is required to file a CIQ Form, the original completed form is filed with the Galveston County Clerk (not the Purchasing Agent).

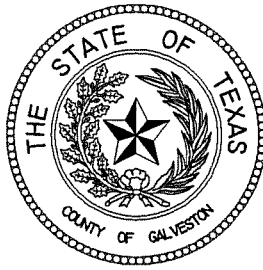
For Proposer's convenience, a blank CIQ Form is enclosed with this proposal. Blank CIQ Forms may also be obtained by visiting the Galveston County Clerk's website and/or the Purchasing Agent's website - both of these web sites are linked to the Galveston County homepage at <http://www.galvestoncountytexas.gov>

As well, blank CIQ Forms may be obtained by visiting the Texas Ethics Commission website, specifically at <http://www.ethics.state.tx.us/whatsnew/conflictfroms.htm>

Chapter 176 specifies deadlines for the filing of CIQ Forms (both initial filings and updated filings).

It is Proposer's sole responsibility to file a true and complete CIQ Form with the Galveston County Clerk if Proposer is required to file by the requirements of Chapter 176. Proposer is advised that it is an offense to fail to comply with the disclosure reporting requirements dictated under Chapter 176 of the Texas Local Government Code.

If you have questions about compliance with Chapter 176, please consult your own legal counsel. Compliance is the individual responsibility of each person, business, and agent who is subject to Chapter 176 of the Texas Local Government Code.



COUNTY of GALVESTON
Purchasing Department

rev. 1.3, March 29, 2010

FORM PEID:	Request for Person-Entity Identification Data
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Instructions: Please type or print clearly when completing sections 1 thru 4 and return completed form to:

Galveston County Purchasing Agent
722 Moody Avenue (21 st. Street), 5th Floor
Galveston, Texas 77550
(409) 770-5371
prodoc@co.galveston.tx.us

1.	Business Name:			
	Attention Line:			

2.	Physical Address:			
	City:		State:	Zip+4:

3.	Billing / Remit Address:			
	City:		State:	Zip+4

4.	Main Contact Person:			
	Main Phone Number:			
	Fax Number:			
	E-mail Address:			

Areas below are for County use only.

Requested By:	Phone / Ext. #
Department:	Date:

Action Requested - Check One:	IFAS PEID Vendor Number:	
<input type="checkbox"/> Add New	<input type="checkbox"/> Change Data	<input type="checkbox"/> Re-activate
<input type="checkbox"/> Inactivate	<input type="checkbox"/> Employee	<input type="checkbox"/> Attorney
<input type="checkbox"/> Landlord	<input type="checkbox"/> Foster Parent	<input type="checkbox"/> Refund
<input type="checkbox"/> OneTime	<input type="checkbox"/> Foster Child	

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>
	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="text-align: right;"><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>
	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 2%; border: none;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 2%; border: none;">-</td> <td style="width: 46%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 2%; border: none;">-</td> <td style="width: 73%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001 (1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each *officer* with whom the filer has an employment or other business relationship as defined by Section 176.001 (1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes

NO

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government *officer* named in this section AND the taxable income is not received from the local governmental entity?

Yes

NO

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an *officer* or director, or holds an ownership of 10 percent or more?

Yes

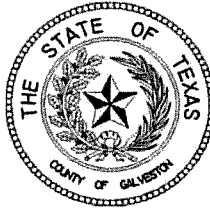
NO

D. Describe each employment or business relationship with the local government *officer* named in this section.

4

Signature of person doing business with the governmental entity

Date



County of Galveston

**ACKNOWLEDGMENT AND CERTIFICATION REGARDING DEBARMENT,
SUSPENSION, AND OTHER INELIGIBILITY**

Executive Orders 12549 & 12689 Certification, Debarment and Suspension

Solicitation Number: _____

Solicitation Title: _____

Contractor hereby CERTIFIES that:

Contractor, and all of its principals, is not presently debarred, suspended, proposed for debarment, proposed for suspension, or declared ineligible under Executive Order 12549 or Executive Order 12689, Debarment and Suspension, and is not in any other way ineligible for participation in Federal or State assistance programs;

Contractor, and all of its principals, were not and have not been debarred, suspended, proposed for debarment, proposed for suspension, or declared ineligible under Executive Order 12549 or Executive Order 12689, Debarment and Suspension, and were not and have not been in any other way ineligible for participation in Federal or State assistance programs at the time its' proposal was submitted in the procurement identified herein and at any time since submission of its' proposal;

Contractor has included, and shall continue to include, this certification in all contracts between itself and any sub-contractors in connection with services performed under this contract; **and**

Contractor shall notify Galveston County in writing immediately, through written notification to the Galveston County Purchasing Agent, if Contractor is not in compliance with Executive Order 12549 or 12689 during the term of its contract with Galveston County.

Contractor **Represents and Warrants** that the individual executing this Acknowledgment and Certification on its behalf has the full power and authority to do so and can legally bind the Contractor hereto.

Name of Business

Date

By: _____
Signature

Printed Name & Title

[PLEASE NOTE THAT CHANGES TO RFP AND CONTRACT TERMS ARE NOT PERMITTED. DISTRICTS THAT MAKE CHANGES TO CONTRACT TERMS THAT HAVE NOT BEEN APPROVED BY TDA MUST USE NON-CHILD NUTRITION FUNDS TO PAY THE FSMC. CONTRACTS MUST BE AWARDED TO THE RESPONSIVE AND RESPONSIBLE BIDDER WHOSE PROPOSAL IS LOWEST OR MOST ADVANTAGEOUS TO THE PROGRAM WITH PRICE AND OTHER FACTORS CONSIDERED OF WHICH COST MUST BE THE PRIMARY CONSIDERATION.]

**SCHOOL NUTRITION PROGRAMS
FOOD SERVICE MANAGEMENT COMPANY**

Galveston County Juvenile Board

REQUEST FOR PROPOSAL

AND

CONTRACT

NO. RFP #B212015

**Texas Department of Agriculture
Food and Nutrition
P. O. Box 12847
Austin, Texas 78711-2847
Phone (877) TEX-MEAL
Fax (888) 203-6593
Website <http://www.squaremeals.org>**

The program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR Part SO.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.”

“By accepting this assurance, the Program applicant agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Program applicant, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the Program applicant.

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I. INTRODUCTION

This document contains a Request for Proposals for providing food service management services for Galveston County Juvenile Board participation in the United States Department of Agriculture's School Nutrition Programs and sets forth the terms and conditions applicable to the proposed procurement. Upon acceptance, this document shall constitute the contract (Contract) between the offeror and the school food authority.

The Texas Department of Agriculture (TDA) is not and will not be a party to any contract between a school food authority (SFA) and a food service management company (FSMC). The school food authority has full responsibility for ensuring that the terms of the Contract are fulfilled. The Texas Department of Agriculture (TDA) is not involved with the enforcement of this Contract; however, TDA can deny payment for meals received or purchased under an invalid Contract.

II. REQUEST FOR PROPOSALS

A. Legal Notice

Notice is hereby given that Galveston County Juvenile Board, hereinafter referred to as the School Food Authority (SFA), intends to examine alternatives to its present food service program.

No intent should be construed from this legal notice that the SFA intends to enter into a contract with any party for alternative food service unless, in the sole opinion of the SFA, it is in the SFA's best interest to do so.

All costs involved in submitting a response to this Request for Proposals (RFP) shall be borne in full by the party incurring said cost.

The SFA reserves the right to accept any proposal which it determines most favorable to the interest of the SFA and to reject any or all proposals or any portion of any proposal submitted which, in the SFA's opinion, is not in the best interest of the SFA.

The offeror to this RFP will be referenced as the FSMC, and any contract that may arise from this RFP will be between the FSMC and the SFA.

The SFA strongly encourages Historically Underutilized Businesses (HUB), Minority and Women Business Enterprises (MWBE), and labor surplus area vendors to compete for this RFP.

B. Request for Proposals

Proposals will be received until **[2:00 p.m.] on [Wednesday, April 28, 2021,]** for supplying Galveston County Juvenile Board (SFA) with food service management services during the school year of 2021-2022, with options for renewal of the Contract for four (4) additional terms of one year each.

The SFA will only consider fixed meal rate proposals.

Competitive sealed proposals are subject to all the conditions and specifications attached hereto and will be received in the office of **[the Galveston County Purchasing Agent, 722 Moody (21st Steet), Fifth (5th) Floor, Galveston, Texas 77550, 409-770-5371]** and shall be marked on the envelope "*Food Service Management Proposal, # RFP #B212015.*" and also marked on the envelope with respondent's return address.

SFA reserves the right to reject any and all proposals and to waive any minor technicalities to take the action which it deems to be in the best interest of the SFA.

Additional information required to respond to this **RFP** may be obtained from SFA's business office telephone **[409-770-5371]**.

Offerors must submit a complete response to this RFP, including all certifications, to provide a responsive proposal.

Contracts entered into based on submitted proposals are revocable if contrary to law. (See Standard Terms and Conditions herein below).

C. Procurement Method

The procurement method will be the Competitive Sealed Proposals method (commonly known as a Request for Proposals or RFP). The Competitive Sealed Proposals method differs from the traditional sealed bid method in the following ways:

- Competitive sealed proposals allow discussions with competing offerors and adjustments to the initial proposal.
- Comparative judgmental evaluations of proposals using scoring criteria when selecting from acceptable proposals for the award of the Contract. USDA policy requires the price to be the primary evaluation factor.

As provided herein, under state law and/or regulations and SFA's policy, discussions may be conducted with responsible offerors who submit proposals (Proposals) determined to be reasonably susceptible to be selected for an award, for the purpose of clarification, to assure full understanding of all terms and conditions of the response to this RFP and Contract's requirements. In conducting these discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.

All procurement transactions shall be conducted in a manner that provides maximum full and open competition consistent with 2 CFR § 200.

D. Pre-Proposal Meeting

A meeting with interested offerors to review the specifications, to clarify any questions, and for a walkthrough of the facilities with school officials, will be on **No Pre-Proposal Meeting will be held**[Date] at **No Pre-Proposal Meeting will be held** [Time]. Location: **Jerry J. Esmond Juvenile Justice Center, 6101 Attwater Avenue, Texas City, Texas 77590**. Attendance is **NOT required**. [Note: If SFA makes attendance by offerors mandatory, then SFA may not waive requirement]. Vendor presentations **will not** be scheduled at this time.

E. Proposal Submission and Award

SFAs must use this prototype FSMC RFP and Contract to be approved. An SFA that does not complete the required procurement procedures cannot be approved for participation in the reimbursement programs.

Two copies of Competitive Sealed Proposals are to be submitted to:

Name: Galveston County Juvenile Board

Attn: Rufus G. Crowder, CPPB – Purchasing Agent – County of Galveston

Mailing Address: 722 Moody Avenue 21st Street, Fifth (5th) Floor

Physical Address: Same as Above

City: Galveston

State/Zip: Texas, 77550

Opening will be at **2:00 p.m.** [Insert Time] (CST) **Wednesday, April 28, 2021** [Insert Date]. Proposals will not be accepted after this time. All Proposals are to be submitted in a sealed envelope marked “Food Service Management Proposal, # **RFP #B212015**.”

SFA reserves the right to accept any proposal which it deems most favorable to the interest of SFA and to reject any or all Proposals or any portion of any Proposal submitted which, in SFA’s opinion, is not in the best interest of SFA.

To be considered, each offeror must submit a complete response to this solicitation using the forms provided, along with any other documents submitted as a part of the Proposal and considered responsive to this RFP. No other documents submitted with the RFP and the Contract will affect the Contract provisions, and there may be no modifications to the RFP and Contract language. If an offeror modifies, revises, or changes the RFP and/or contract in any manner, the SFA may reject the offer as non-responsive. [Section O offers SFA the opportunity to include any additional services that SFA may need, such as a marketing program and salad bars.]

Award will be made only to a qualified and responsible offeror whose proposal is responsive to this solicitation. A responsible offeror is one whose financial, technical, and other resources indicate an ability to perform the services required. The offeror shall submit for consideration such records of work and further evidence as may be required by the SFA’s Board of Trustees. Failure to furnish such records and evidence, or the inclusion of any false or misleading information therein, shall be sufficient cause for the rejection of the Proposal or termination of any subsequent Contract.

The qualification data shall be submitted by each offeror along with the sealed Proposal. The offeror must be incorporated or licensed to do business in the State of Texas and must be registered with the Food and Nutrition Division (FND) of the Texas Department of Agriculture (TDA). The respondents should submit annual reports or financial statements for the past fiscal year in the format of an “accountant’s review,” including notes to the financial statements provided by a certified public accountant. If the offeror is doing business with like school systems and is familiar with the regulations about operations in such environments, the offeror will receive points for that experience in the evaluation of the weighted criteria. If the offeror is presently operating a comparable, successful National School Lunch Program (NSLP) and School Breakfast Program (SBP) in a school setting, the offeror will receive points for that experience in the evaluation of the weighted criteria.

Offerors or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the offeror's own risk and therefore cannot secure relief on a plea of error. The SFA is not liable for any cost incurred by the offeror in submitting a proposal. **Paying the FSMC from School Nutrition Program funds is prohibited until TDA approval is provided and the Contract is signed.**

If additional information is requested, please contact **Rufus G. Crowder, County of Galveston Purchasing Agent** at **409-770-5372** or via email @ **purchasing.bids@co.galveston.tx.us**. Any additional information provided to one offeror will be available to all.

F. Late Proposals

Any proposal submitted after the time specified for receipt will not be considered and will be returned unopened.

G. Altering, Amending or Withdrawing Proposal

No proposal may be altered, amended, or withdrawn after the specified time for opening proposals.

H. Calculation of Time

Periods stated as a number of days shall be calendar days.

I. Firm Offer

By submitting a response to this RFP, and if such a response is not withdrawn before the time for opening proposals, the offeror understands and agrees that it is making a firm offer to enter into a contract, which may be accepted by SFA and which will result in a binding contract. **Such proposal is irrevocable for ninety (90) days after the time for opening proposals has passed. _____ (FSMC must initial and date here to show agreement)**

J. Final Contract

The complete Contract includes all documents included by the SFA in the RFP, and all documents submitted by the FSMC that have been mutually agreed upon by both parties (i.e., worksheets, attachments, and operating cost sheets) and identified in Section III, Paragraph 5 of the Standard Terms and Conditions.

(THIS SPACE INTENTIONALLY LEFT BLANK)

III. STANDARD TERMS AND CONDITIONS

A. Definitions

The following definitions shall apply within this document and its attachments:

1. "Accounting Periods" means each 7 day period.
2. "Allowable Cost" means costs that are allowable under 2 CFR Part 200, Subpart E, "Cost Principles."
3. "Applicable Credit" means the meaning established in 2 CFR 200.406(a).
4. "Charge" means any fixed priced meal rates as outlined in the contract. No additional administrative fees may be assessed.
5. "Contract" means this RFP and Contract, the exhibits attached to this RFP and Contract, and FSMC's Proposal, as accepted by SFA in its sole discretion.
6. "Direct Cost" means any Allowable Cost that is: (i) incurred by FSMC in providing the goods and services that are identified in SFA's Food Service Budget; and (ii) reasonably necessary in order for FSMC to perform the Services hereunder.
7. "Effective Date" means July 1, 2021.
8. "Fixed Price" means an agreed-upon amount that is fixed at the inception of the Contract. Within a Fixed price contract, the FSMC is the purchasing agent. The SFA is charged one fixed price. Included in the fixed price are:
 - a. Menu development specific to the operation
 - b. Nutrition education materials and program expense
 - c. Design services specific to the operation
 - d. Education programs via assembly programs, schoolroom programs, parent/teacher meetings, and school food advisory committee meetings
 - e. Personal representation, visitation, and coverage on a regular basis by a principle of FSMC
 - f. All accounting
 - g. All payroll costs and documentation
 - h. Administrative dietetic, nutritional, sanitation, and personnel advice
 - i. All costs incurred in hiring and relocating, if necessary, the FSMC management team
 - j. All training costs for FSMC employees
 - k. All travel costs for training for FSMC employees
 - l. All miscellaneous costs to operate the program: i.e., consumable marketing materials, posters, menu templates, proprietary printed materials.

9. "FSMC's Proposal" means Food Service Management Company's response to the RFP and Contract. Any expenses borne by the FSMC should be included in their proposed priced price.
10. "Meal Equivalent" can be derived in two ways to obtain the meal equivalency: 1) dividing the total cost of producing a la carte items sold by the unit cost of producing a reimbursable lunch; and 2) absent cost data, dividing the a la carte revenue by the per meal sum of the Federal and State Free reimbursement plus the value of USDA entitlement and bonus donated foods. A la carte revenue should include all sales to adults and a la carte sales to students. (*Contracting with Food Service Management Companies: Guidance for School Food Authorities*, May 2016)
11. "Non-profit School Food Service Account" means the restricted account in which all of the revenue from all food service operations conducted by the SFA principally for the benefit of school children is retained and used only for the operation or improvement of the Nonprofit School Food Service Account.
12. "Non-program foods" are defined to include adult meals, a la carte, catering, vending, concessions, and student stores operated, or any other sales generated through the non-profit school food service account and not already described.
13. "Program(s)" or "Child Nutrition Program(s)" means the USDA Child Nutrition Programs in which SFA participates.
14. "Program Funds" means all funds that are required to be deposited into the Non-profit School Food Service Account.
15. "Proposal" means Food Service Management Company's response to the RFP and Contract.
16. "RFP" means SFA's Request for Proposal and Contract, # RFP #B212015, and all its attachments.
17. "Services" means the services and responsibilities of FSMC as described in this Contract, including any additional services described in Section O of this Contract.
18. "SFA" or "School Food Authority" means the school food authority as defined in 7 CFR § 210.2.
19. "SFA's Food Service Budget" means the Food Service Budget for the Current School Year, which is attached to this Contract as "Exhibit C" and fully incorporated herein.
20. "SFA's Food Service Facilities" means the areas, improvements, personal property, and facilities made available by SFA to FSMC for the provision of the food services as more fully described herein.
21. "SFA's Food Service Program" means the preparation and service of food to SFA's students, staff, employees and authorized visitors, including the following programs: the National School Lunch Program (NSLP) and the School Breakfast Program (SBP).
22. "SFA's Food Service Location(s)" means the schools or other locations where Program meals are served to SFA's schoolchildren.
23. "Summer Program" means either the Summer Food Service Program or the Seamless Summer Option identified herein below, and in which SFA participates.

24. "TDA" means the Texas Department of Agriculture.
25. "USDA" means the United States Department of Agriculture, Food and Nutrition Service.

B. Scope and Purpose

1. Duration of Contract. Unless terminated in accordance with Section III, paragraph L, this Contract will be in effect for a period of one year commencing on July 1, 2021, and terminating on June 30, 2022, and may be renewed for four (4) additional terms of one year each upon mutual agreement between SFA and FSMC and subject to fulfillment of all contract terms designated herein.
2. During the term of this Contract, FSMC shall operate SFA's Food Service Program in conformance with SFA's agreement with the Texas Department of Agriculture's (TDA) Food and Nutrition Division (FND).
3. FSMC shall have the exclusive right to operate the programs checked below at the sites specified by SFA in the Schedule of Food Service Locations and Services Provided, which is attached to this Contract as "Exhibit A" and fully incorporated herein. [Check only the programs that the SFA operates. If the SFA anticipates operating any other programs in the foreseeable future, the SFA must check the box marked other and identify the program(s) to be added, school year to be added, and an estimated number of program participants for each program for each school year.] [The program(s) listed here should agree with those listed in Exhibit A. If a program is added later (i.e., a breakfast program) which is beyond the scope or the original intent of this RFP/Contract, or if a material change is made to the RFP/Contract, the appropriate procurement procedures must be followed. A critical factor in determining whether a change is material is whether other bidders would have responded differently if the other factors were known. (Reference SP 02-2010; SP 17-2012; and SP 40-2016.)] [SFA must always check the FFVP box if that program is within the scope of this RFP.]

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
 - Breakfast in the Classroom
 - Universal Breakfast
- After-School Care Program (ASCP—NSLP)
- Summer Food Service Program (SFSP)
- Seamless Summer Option (SSO-NSLP)
- Special Milk Program (SMP)
- Child and Adult Care Food Program (CACFP)

- Fresh Fruit and Vegetable Program (FFVP)
 - À la Carte
 - Adult Meals
 - Catering
 - Contract Meals
 - Vending (applies only to FSMC supplied vending machines)
 - Concessions (applies only to concessions operated by FSMC)
 - Disaster Feeding [Includes H1N1 and Hurricane Feeding]
 - Other:
-
-
-

4. The FSMC shall be an independent contractor and not an employee of the SFA. The employees of the FSMC are not employees of the SFA.
5. The FSMC's operation of SFA's Food Service Program shall include the performance by the FSMC of all the Services described in this Contract, for the benefit of SFA's students, faculty, and staff.
6. The SFA shall retain signature authority for the application/contract, free and reduced-price policy statement, and Programs indicated in Section B, Paragraph 2, herein, and the monthly claim for reimbursement. (Reference 7 CFR § 210.9 (a) and (b) and 7 CFR § 210.16(a) (5))
7. The SFA shall be responsible for the establishment and maintenance of the free and reduced-price meals' eligibility documentation. (7 CFR § 210.7(c), 7 CFR § 210.9(b)(18) and 7 CFR § 245.6(e))
8. The FSMC shall implement an accurate point of service count using the counting system provided by SFA in its application to participate in the School Nutrition Programs and approved by TDA for the programs listed in Section B, Paragraph 3, herein, as required under USDA regulations. Such a counting system must eliminate the potential for the overt identification of free and reduced-price eligible students under USDA Regulation 7 CFR § 245.8(b).
9. The SFA shall be responsible for the development and distribution of the parent letter and Application for Free and Reduced-Price Meals and/or Free Milk and participating in Direct Certification. SFA shall be responsible for the determination of eligibility for free or reduced-price meals and free milk, if applicable. SFA shall be responsible for conducting any hearings related to decisions regarding eligibility for free or reduced-price meals and free milk, if applicable.

10. The SFA shall be responsible for verifying Applications for Free and Reduced-Price Meals as required by USDA regulations.
11. The SFA and the FSMC agree that this Contract is neither a *cost-plus-a-percentage-of-income* nor a *cost-plus-a-percentage-of-cost* contract as required under United States Department of Agriculture (USDA) Regulations 7 CFR § 210.16(c) and 2 CFR § 200.323(d).
12. SFA shall be legally responsible for the conduct of SFA's Food Program and shall supervise the food service operations in such manner as will ensure compliance with all applicable statutes, regulations, rules, and policies including regulations, rules, and policies of TDA and USDA regarding the School Nutrition Programs.
13. SFA shall retain control of the Non-profit School Food Service Account and overall financial responsibility for SFA's Food Service Program.
14. The SFA shall establish all selling prices, including price adjustments, for all reimbursable and non-reimbursable meals/milk and à la carte (including vending, adult meals, contract meals, and catering) prices. (Exception: Non-pricing programs need not establish a selling price for reimbursable meals/milk.)
15. The SFA shall be responsible for ensuring the resolution of Program reviews and audit findings. FSMC shall fully cooperate with SFA in resolving review and audit issues, and FSMC shall indemnify SFA for any fiscal action, claims, losses or damages, fault, fraud, required repayment or restoration of funds, including reasonable attorney's fees incurred in defending or resolving such issues, that results from FSMC's intentional or negligent acts.
16. The SFA shall monitor the food service operation of FSMC through periodic on-site visits to ensure that the food service is in conformance with USDA program regulations. (7 CFR § 210.16(a)(3))
17. If there is more than one SFA Food Service Location, SFA or FSMC, on behalf of SFA, shall conduct an on-site review of the counting and claiming system at each SFA Food Service Location no later than February 1 of each year. If FSMC conducts the on-site review, FSMC will promptly report any findings to SFA. SFA shall always retain responsibility for the counting and claiming system. (7 CFR § 210.8(a)(1))
18. FSMC shall maintain all records necessary, in accordance with applicable regulations, for the SFA, TDA, and USDA to complete required monitoring activities and must make said records available to the SFA, TDA, and USDA upon request for the purpose of auditing, examination, or review. (7 CFR § 210.16(c)(1))
19. FSMC shall provide additional food services such as banquets, parties, and refreshments for meetings as requested by SFA. SFA or requesting organization will be billed for the actual cost of food, supplies, labor, and FSMC's overhead and administrative expenses if applicable to provide such service. USDA foods shall not be used for these special functions unless SFA's students will be primary beneficiaries. (Reference 7 CFR 250.1(a) through (c))

20. Payments on any claim shall not preclude the SFA from adjusting on any item found not to have been in accordance with the provisions of this RFP and Contract and bid specifications.
21. SFA may request of FSMC additional food service programs; however, the SFA reserves the right, at its sole discretion, to sell or dispense food or beverages, provided such use does not interfere with the operation of the Child Nutrition Programs. Changes to the scope of services to be provided by FSMC beyond the original intent of this RFP and Contract that would constitute a material change to the RFP/Contract will require this Contract to be rebid. A critical factor in determining materiality is whether other bidders knowing of the change would have responded differently. (Reference USDA Guidance Memo SP 2-2016, October 30, 2015.)
22. FSMC shall cooperate with SFA in promoting nutrition education, health and wellness policies, and coordinating SFA's Food Service Program with classroom instruction.
23. FSMC shall comply with applicable federal, state and local laws, rules and regulations, policies, and instructions of TDA and USDA and any additions or amendments thereto, including USDA Regulations at 7 CFR Parts 210, 220, 245, 250; 2 CFR Part 200; 2 CFR 200.318-326, Appendix II to Part 200; 2 CFR 400; 2 CFR 416; 2 CFR 418, and 2 CFR Part 180, as adopted and modified by USDA Regulation 2 CFR Part 417; 7 CFR Part 215 (SMP), if applicable; and 7 CFR Part 225 (SFSP), if applicable; 7 CFR Part 226 (CACFP); and 2 CFR Parts 200.38, 74, & 101(b)(1), and the other laws described in the "Schedule of Applicable Laws," which is attached to this Contract as "Exhibit G" and fully incorporated herein by reference.
24. Any changes to the terms or conditions of this Contract, which are required by Federal or State law or rule, or changes to Federal or State laws or rules, are automatically incorporated herein, effective as of the date specified in such law or rule.
25. FSMC shall comply with all SFA building rules and regulations.
26. Gifts from FSMC: The SFA's officers, employees, or agents shall neither solicit nor accept gratuities, favors, nor anything of monetary value from contractors nor potential contractors in accordance with all laws, regulations, and policies. To the extent permissible under federal, state, or local laws, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards as outlined in the SFA's written code of conduct. (See SP 09-2015; and 2 CFR Parts 200.112 & 318).
27. Any additional payments to the SFA or any foundations or organizations associated with the SFA that are unrelated to food services, such as money or rebates for school improvements and student scholarships, are not allowable.
28. **FSMC** shall obtain and post all licenses and permits that it is required to hold under federal, state or local law.

29. In the event that the RFP requires FSMC to provide management services for SFA's School Nutrition Program, the parties shall operate the Program according to federal, state, and local regulations.
30. In the event that FSMC provides management services for the Fresh Fruit and Vegetable Program (FFVP) at any of SFA's Food Service Locations, SFA and FSMC shall operate the FFVP in accordance with the requirements of Section 19 of the National School Lunch Act, all applicable regulations and policies, and the FFVP Handbook for Schools, as well as USDA guidance issued via memorandum and the Administrative Review Manual (ARM). SFA and FSMC further agree that not more than 10% of the total funds awarded to the school and/or schools for the operation of the FFVP may be used for administrative expenses.
31. If catering is checked in Subsection 3, above, and FSMC will be providing catering services under the contract, FSMC shall adhere to the following requirements applicable to catering:
 - Catering will be billed as a separate line item;
 - Catering is included within the definition of non-program foods, encompassing food, supplies and labor;
 - Charges will include food, supplies, labor, FSMC fees and, if applicable, SFA fees;
 - Catering is a non-program cost and must be kept separate and apart from program costs; and
 - Funds in the Nonprofit School Food Service Account may be used to pay for catering charges or services only if the event is for the benefit of the SFA and total revenue realized from the catering event is deposited in or paid to the Nonprofit School Food Service Account .

If the FSMC is responsible for providing the SFA with non-program foods, the FSMC shall provide written documentation of food costs and revenues to the SFA on a monthly basis. The information must include food costs for reimbursable meals, food costs for non-program foods, revenue from non-program foods, and total revenue.

C. Food Service

1. FSMC shall serve meals on such days and times as aligned to the district calendar and the nutrition programs the SFA has indicated in Section B, Scope and Purpose in this document as requested by the SFA.
2. SFA shall retain control of the quality, extent, and general nature of food service.
3. FSMC shall offer free, reduced-price, and full-price reimbursable meals to all eligible children participating in SFA's Food Service Programs indicated in Section B, Paragraph 3 herein.

4. For an FSMC to offer à la carte food service, the FSMC must offer free, reduced-price, and paid reimbursable meals to all eligible children.
5. FSMC shall provide meals for all programs operated by the CE that meet the meal pattern set by USDA. TDA provides detailed information on applicable meal patterns in the *Administrator's Reference Manual (ARM)* which is available at *Squaremeals.org*.
6. FSMC shall receive no payment for meals that are spoiled or unwholesome at the time of serving, that do not meet the detailed specifications for each food component or menu item in accordance with 7 CFR § 210.6(c)(3), or that do not otherwise meet the requirements of the contract.
7. FSMC shall promote maximum participation in the Programs.
8. FSMC shall provide the specified types of service in the schools/sites listed in Exhibit A.
9. FSMC shall sell on the premises only those foods and beverages authorized by the SFA and only at the times and places designated by the SFA, and that meet School Nutrition Program requirements.
10. FSMC must make substitutions in the food components of the meal pattern for students with disabilities when their disability restricts their diet as stated in the students' Individual Educational Plans (IEPs) or 504 Plans and when the need for the substitution is certified by an appropriately licensed medical practitioner. Substitutions for disability reasons must be made on a case-by-case basis only when supported by a written statement of the need for substitutions that includes recommended alternate foods unless otherwise exempted by FNS. Such a statement must be signed by an appropriately licensed medical practitioner (reference: 7 CFR § 210.10(g)(1); SP 40-2017; SP 26-2017; and SP 59-2016). The FSMC may make a substitution for those nondisabled students who are unable to consume regular breakfast or lunch because of medical or other special dietary needs. Accommodations for special dietary needs for students without medical disabilities are an SFA decision. If a substitution is made to accommodate the special dietary needs of one student, the same accommodation must be made for all students with the same dietary need (reference: 7 CFR § 210.10(g)(2)). There will be no additional charge to the student for such substitutions. (USDA, "*Accommodating Children with Special Dietary Needs in the School Nutrition Programs Guidance for School Food Service Staff*".)
11. FSMC shall make substitutions for fluid milk for non-disabled students who cannot consume fluid milk due to medical or special dietary needs. Substitutions shall be made when a medical authority or student's parent or legal guardian submits a written request for a fluid milk substitute identifying the medical or other special dietary need that restricts the student's diet. Notification of fluid milk substitutions shall remain in effect until the medical authority or the student's parent or legal guardian revokes such request in writing, or SFA changes its substitution policy for non-disabled students. Fluid milk substitutes shall provide nutrients as required by federal and state regulations. There will be no additional charge to the student for such substitutions. (Reference 7 CFR § 210.10 (d)(3) and 7 CFR § 220.8)

D. Use of Advisory Group/Menus

1. SFA shall establish, and the FSMC shall participate in the formation, establishment, and periodic meetings of an SFA advisory board composed of students, teachers, and parents to assist in menu planning. (Reference 7 CFR § 210.16(a)(8))
2. FSMC shall serve meals that follow the 21-day menu cycles that meet the food specifications contained in Food Specifications, which is attached to this Contract as “Exhibit E” and fully incorporated herein, and that meet School Nutrition Program requirements. The 21-day cycle menu templates developed and provided by the SFA to allow the FSMC to determine their bid price. These templates should be followed after the contract is executed with any changes to specifications or menus agreed upon by the SFA. Such changes may not result in a different fixed rate. These templates are attached to this Contract as “Exhibit B” and fully incorporated herein. At a minimum, such Meal Specifications shall include: (i) a recipe for each menu item that includes the total yield, portion size, ingredients, and all USDA-required nutrient information; (ii) the identity of all branded items that may be used in the meal; and (iii) whenever possible, the grade, style, and condition of each food item and other information that indicates the acceptable level of quality for each food item. FSMC shall provide a detailed recipe for each Meal Specification identified for the 9th day in the NSLP menu cycle. A hard copy of these recipes shall be kept on file at SFA.
3. FSMC must follow: (i) the 21-day menu cycle and Meal Specifications developed by SFA for the NSLP; (ii) the 21-day menu cycle and Meal Specifications developed by SFA for the SBP; (iii) the 21-day menu cycle and Meal Specifications developed by SFA for the After School Snack Program; and (iv) the 21-day menu cycle and Meal Specifications developed by SFA for the Summer Program. (Reference 7 CFR § 210.16(b)(1))
4. FSMC shall serve a la carte items that meet all state and federal School Nutrition Program requirements. FSMC shall provide documentation that demonstrates that all non-program foods and meals, such as a la carte items, are in compliance with all applicable School Nutrition Program requirements.
5. FSMC may not change or vary the menus after the first menu cycle for the NSLP, SBP, ASCP, Summer Program, or the a la carte items without the written approval of the SFA. SFA shall approve the menus no later than two weeks prior to service. (Reference 7 CFR § 210.16 and 7 CFR § 210.10) Any changes or variances requested by an FSMC for substitutions to the SFA menu of lower quality food items shall be justified and documented in writing by FSMC. FSMC must maintain documentation for substitutions and justification of lower quality food items for the records retention period that is applicable to food production records and shall make such documentation available to SFA, TDA, and USDA for review upon request. (7 CFR § 210.16(c)(1) and 7 CFR § 210.23)

6. FSMC must submit an FFVP (Fresh Fruits and Vegetable Program) cycle menu based on the information contained in the 2004 Resource, *Fruits and Vegetables Galore: Helping Kids Eat More*, (available from the FNS website, and as described in current guidance from USDA and TDA.)
7. FSMC must comply with SFA's local wellness policy. In addition, the FSMC must comply with all state and local laws that affect school meal preparation and/or service.

E. Purchases

1. Whether the SFA conducts its own procurement or whether the FSMC procures products on behalf of the SFA, FSMC may not require any additional liability coverage, regardless of dollar value, beyond that which SFA would require under procurements not involving FSMC.
2. FSMC shall document and track all FFVP expenses separately and make this documentation easily accessible for SFA or TDA review. Cost should be broken into two categories: (1) operational cost and (2) administrative cost.
 - a. Operational costs should cover the primary cost to run the FFVP to include purchase of fruits and vegetables, including the cost of pre-cut produce and delivery charges; non-food items or supplies that are used in serving and cleaning; and salaries and fringe benefits for employees engaged in preparing and distributing fresh fruits and vegetables and in maintaining a sanitary environment.
 - b. Administrative costs are used principally to support planning and to manage the program. Administrative costs cannot exceed ten (10%) percent of the SFA's FFVP costs. The SFA is required to strictly scrutinize all requests for reimbursement of FFVP costs, to ensure that those costs are: (i) allowable; (ii) actual costs; (iii) fully documented; (iv) utilized to purchase fresh fruits and vegetables in accordance with applicable law and regulations; and (v) do not request reimbursement for more than 10% for administrative costs. TDA will monitor the SFA and FSMC to ensure strict compliance with this provision.
 - c. The FSMC must return the full value of USDA foods to the CE.
3. FSMC shall complete such purchasing activities in a manner that does not result in duplication of services or expenses in accordance with 2 CFR § 200.318(d). An FSMC and SFA shall ensure that no conflict of interest exists between the third-party purchasing agent if any, and the SFA's contracted FSMC. The FSMC must not procure additional goods or services beyond what is stipulated in this Contract from the FSMC, the FSMC's parent company, or any subsidiaries of the FSMC's parent company to avoid duplication of services.
4. SFA shall ensure that FSMC shall comply with all applicable competitive bidding and open competition requirements for such purchases, as set forth in 2 CFR Part 200, including but not limited to 2 CFR §§ 200.318-326. In addition, SFA shall ensure that FSMC shall comply with all applicable federal, state and

local laws, rules and regulations, policies, and instructions of TDA and USDA and any additions or amendments thereto, including USDA Regulation 7 CFR Parts 210, 220, 245, 250; 2 CFR Part 200; 2 CFR 200.318-326, Appendix II to Part 200; 2 CFR 400; 2 CFR 416; 2 CFR 418 and 2 CFR Part 180, as adopted and modified by USDA Regulation 2 CFR Part 417; 7 CFR Part 215 (SMP), if applicable; and 7 CFR Part 225 (SFSP), if applicable; 7 CFR Part 226 (CACFP); and 2 CFR Parts 200.38, 74, & 101(b)(1).

5. SFA and FSMC acknowledge that to the extent required by 7 CFR § 250.17(e), 2 CFR Part 200, SP 38-2017, and SP 32-2019, SFA must, to the maximum extent practicable, purchase only domestic food and food products for the National School Lunch Program and School Breakfast Program that are produced and processed in the United States using over 51% domestic foods, by weight or volume. As required by the Buy American provision, all products must be of domestic origin as required by 7 CFR §210.21(d). A “domestic commodity or product” is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR § 210.21(d). Exceptions to the Buy American provision should be used as a last resort; however, the SFA only may approve an alternative or exception. Requests for exception must include the: a) Alternative substitute(s) that are domestic and meet the required specifications: i) Price of the domestic food alternative substitute (s), and ii) Availability of the alternative domestic substitute (s) in relation to the quantity ordered; and b) Reason for exception: limited/lack of availability or price (include price); iii) Price of the domestic food or food product; and iv) Price of the non-domestic food or food product that meets the required specification of the domestic food or food product.
6. To indicate a geographic preference, the SFA must check ONLY ONE of the following:
 - For this contract, SFA requires that FSMC work with the SFA to establish a process for incorporating geographic preference in the procurement of *unprocessed locally raised and locally grown agricultural products*.
 - For this contract, SFA does not require that FSMC work with the SFA to establish a process for incorporating geographic preference in the procurement of *unprocessed locally raised and locally grown agricultural products*.

F. USDA-Donated Foods

1. SFA shall retain title to all USDA-donated foods.
2. FSMC will conduct all activities relating to USDA-donated foods for which it is responsible in accordance with 7 CFR Parts 250, 210, 220, 225, and 226, as applicable.
3. SFA shall assure that the maximum amount of USDA-donated foods are received and utilized by FSMC. (7 CFR § 210.9(b)(15))
4. SFA shall ensure that FSMC has credited it for the value of all USDA-donated foods received for use in SFA’s meal service in each school year. The value of donated foods received shall appear as a credit on

the invoice for the month in which the donated food was used except that the contractor must credit the SFA for the value of all USDA donated foods received for use in SFA meal service in the school year. This must include the value of USDA donated foods contained in processed end products, in accordance with the contingencies in 7 CFR § 250.51(a)

5. SFA shall maintain final responsibility for management and oversight of the procurement for processing agreements, private storage facilities, or any other aspect of financial management relating to USDA-donated foods. (7 CFR § 210.16, 7 CFR § 250.50(d))
6. FSMC shall accept and use all USDA-donated ground beef and ground pork products, and all processed end products in the SFA's Food Service Program. Upon termination of this Contract, or if this Contract is not extended or renewed, FSMC must return all unused donated ground beef, pork, and processed end products to SFA. (7 CFR § 250.52(c) ; 7 CFR § 250.53(a)(5))
7. FSMC further agrees to accept and use all other USDA-donated foods in SFA's food service. FSMC may use (substitute) commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the USDA-donated foods, in SFA's Food Service Program. (7 CFR § 250.53(a)(6))
 - a. SFA shall consult with the FSMC in the selection of USDA-donated foods; however, the final determination as to the acceptance of USDA-donated foods must be made by the SFA.
 - b. Upon termination of this Contract, FSMC must, at SFA's discretion, return other unused USDA-donated foods to SFA. The value of other unused USDA-donated foods shall be based on the market value of all USDA-donated foods received for use in SFA's food service. The market value shall be the allocated value provided to the SFA in the Texas Unified Nutrition Program System (TX-UNPS). (7 CFR § 250.51(a))
 - c. At the end of the year, the FSMC shall reconcile the value of USDA foods received against credits provided on monthly invoices. The contractor shall provide final credit of any balance due to SFA. The total credit given for USDA foods in each year must equal the sum of the SFA's USDA foods entitlement (lunches served in the preceding year x USDA foods entitlement rate, also known as planned assistance level), plus any bonus donated foods accepted by the SFA.
8. FSMC agrees that any procurement of end products by FSMC on behalf of the SFA will comply with the requirements in subpart C of 7 CFR Part 250 and with the provision of SFA's processing agreements. The FSMC shall credit the SFA for the value of USDA donated foods contained in the end products at the processing agreement value not less frequently than annually. (7 CFR § 250.50(c); § 250.53(a)(3)). All refunds received from processors must be credited on invoices submitted to the SFA's Nonprofit School Food Service Account. (7 CFR § 250.51(a-b)) The method used to determine the donated food values may not be established through a post-award negotiation or any other method that may directly or indirectly alter the terms and conditions of the procurement or contract.

9. FSMC shall have records maintained and available to substantiate the receipt, use, storage, and inventory of USDA Foods. The FSMC must submit to the SFA monthly inventory reports showing all transactions for processed and non-processed USDA Foods. Failure by the FSMC to maintain records as required by 7 CFR § 250.16 shall be considered prima facie evidence of improper distribution or loss of USDA Foods and the FSMC shall be subject to the provisions of 7 CFR § 250.13(e). FSMC shall accept liability for any negligence on its part that results in any loss of, improper use of, or damage to USDA-donated foods. FSMC shall credit SFA for the full value of all USDA Foods received for use in the SFA's meal service during the school year (including both entitlement and bonus foods) regardless of whether the USDA Foods have actually been used. If the FSMC acts as an intermediary between a processor and the SFA, the FSMC shall credit the SFA for the value of USDA Foods contained in the processed end products at the USDA processing agreement value, unless the processor is providing such credit directly to the SFA. The FSMC will issue all such credit in full prior to the expiration of each Contract Term. Any extensions or renewals of this contract, if applicable, are contingent upon the fulfillment of all contract provisions related to donated foods.
10. FSMC shall credit SFA for the value of all USDA-donated foods received for use in SFA's meal service in the school year, whether the USDA-donated foods are used that year or not, including both entitlement and bonus foods and including the value of USDA-donated foods contained in processed end products.
11. FSMC must credit the SFA's monthly bill/invoice for the market value of all USDA-donated foods received for use in SFA's food service. The market value is based on the allocated value provided to the SFA in TX-UNPS. The FSMC is prohibited from cashing out USDA-donated foods. Credits to the SFA for USDA-donated foods must be identified as described in F.8. and F.10. (7 CFR § 250.52)
12. FSMC will comply with 7 CFR § 250.14(b); 250.52, and 250.53(a)(9) concerning storage and inventory management of USDA-donated foods in accordance with 7 CFR 250.52. (7 CFR 250.53(b)) Failure by FSMC to maintain the required records under this Contract shall be considered prima facie evidence of improper distribution or loss of USDA-donated foods.
13. FSMC will comply, as applicable, with 7 CFR 250.51 and 250.52 concerning payment of processing fees or submittal of refund requests to a processor on behalf of the SFA, or remittance of refunds for the value of donated foods in processed in products to the SFA, in accordance with requirements in 7 CFR Part 250 subpart C.
14. FSMC shall allow SFA and/or any state or federal representative or auditor, including the Comptroller General and USDA, or their duly authorized representatives, to perform onsite reviews of FSMC's food service operation, including the review of records, to ensure compliance with requirements for the management and use of USDA-donated foods. (7 CFR § 250.53(a)(10))

15. FSMC shall maintain records to document its compliance with requirements relating to USDA-donated foods in accordance with 7 CFR § 250.54(b). (7 CFR § 250.53(a)(11))
16. In this fixed-meal rate contract, the bid rate per meal must be calculated as if no USDA-donated foods were available.
17. FSMC acknowledges that the renewal of this Contract is contingent upon the fulfillment of all contract provisions herein relating to USDA-donated foods. (7 CFR § 250.53(a) (12))
18. The SFA shall conduct an end of year reconciliation to ensure and verify correct and proper credit has been received for the full value of all USDA donated foods received by the FSMC during the fiscal year. The district reserves the right to conduct USDA donated food credit audits throughout the year to ensure compliance with federal regulations.
19. FSMC shall ensure that all USDA- donated foods received by the SFA and made available to the FSMC accrue only to the benefit of the school food authority's Nonprofit School Food Service Account and are fully utilized therein. (7 CFR § 210.16(a)(6)) Any extensions or renewals of this contract, if applicable, are contingent upon the fulfillment of all contract provisions related to donated foods.
20. USDA Foods or processed end products containing USDA Foods shall not be used for catering or special functions conducted outside of the nonprofit school food service operation.

G. Employees

1. FSMC shall provide and pay a staff of qualified management (and operational) employees assigned to duty on SFA’s premises for the efficient operation of the Programs.
2. SFA must designate if current SFA employees, including site and area managers as well as any other staff, will be retained by SFA or be subject to employment by the FSMC. This must agree with the information reported in the List of Charts and Other Attachments, Chart 4, which is attached to this Contract as “Exhibit D” and fully incorporated herein, and the Schedule of FSMC Employees, which is attached to this Contract as “Exhibit H” and fully incorporated herein.

CHECK ONLY ONE:

- Employees retained by:
- SFA (See Exhibit D, Chart 4.)
 - FSMC (See Exhibit H)
 - Both SFA and FSMC (See Exhibit D, Chart 4 and Exhibit H)

[If SFA is transitioning employees to FSMC payroll, each position to be transitioned and date of anticipated transition shall be identified in *Section O, Optional Requirements to Be Included* herein]

For any employees retained by FSMC, SFA shall provide in Exhibit H a list of each FSMC food service position and the minimum qualifications acceptable to SFA for each position.

3. Any food service position not identified in the above-stated Exhibits shall be an employee of SFA. Such employees shall be supervised on SFA's behalf by FSMC management employees; provided, however, that SFA shall retain the exclusive right to control the terms and conditions of the employment of such supervisory and non-supervisory employees, including, but not limited to, control over their hiring, firing, promotion, discipline, levels of compensation and work duties.
4. If SFA is sharing FSMC employees with other SFAs, SFA shall identify in Chart 9 of the "List of Charts and Other Attachments," which is attached to this Contract as "Exhibit D" and fully incorporated herein, each SFA with whom the FSMC employee is to be shared and state the percentage of time each employee will spend with each SFA. SFA's budget shall reflect the percentage of time each employee will work at SFA and for which SFA will be charged.
5. SFA shall have final approval regarding the hiring of the Food Service Manager (the "Food Service Director").
6. FSMC shall comply with all wages and hours of employment requirements of federal and state laws. FSMC shall be responsible for supervising and training personnel, including SFA-employed staff. Supervision activities include employee and labor relations, personnel development, and hiring and termination of FSMC management staff, except for the Food Service Director. FSMC shall also be responsible for the hiring and termination of the non-management staff who are employees of FSMC.
7. If provided for in the Proposal, SFA and FSMC may transition SFA's food service employees to FSMC's payroll. If a transition occurs, the FSMC shall give first consideration to current employees of SFA or incumbent contractor when hiring employees to provide services pursuant to this Contract, but FSMC shall not be obligated to hire such employees. SFA shall not pay the cost of transferring SFA employees to FSMC payroll.
8. FSMC shall provide Workers' Compensation coverage for its employees, as required by law.
9. FSMC shall instruct its employees to abide by the policies, rules, and regulations with respect to the use of SFA's premises as established by SFA and which are furnished in writing to FSMC.
10. FSMC shall maintain its own personnel and fringe benefits policies for its employees, subject to review by SFA.
11. FSMC shall assign to duty on SFA's premises only employees acceptable to SFA.
12. Staffing patterns, except for the Food Service Director, shall be mutually agreed upon.
13. FSMC will remove any employee who violates health requirements or conducts himself or herself in a manner that is detrimental to the well-being of the students, provided such request is not in violation of any federal, state, or local employment laws. In the event of the removal or suspension of any such employee, FSMC shall immediately restructure the food service staff to avoid disruption of service.

14. FSMC shall cause all of its employees assigned to duty on SFA's premises to submit to health examinations as required by law and shall submit satisfactory evidence of compliance with all health regulations to SFA upon request.
15. All SFA and FSMC personnel assigned to the food service operation in each school shall be instructed in the use of all emergency valves, switches, and fire and safety devices in the kitchen and cafeteria areas.
16. To the extent and in the manner required by state law, FSMC shall perform a security (background) check on any FSMC employee that will be working at SFA.
17. FSMC shall not blacklist or require a letter of relinquishment or publish or cause to be published or blacklisted any employee of FSMC or SFA discharged from or voluntarily leaving the service of FSMC or SFA with the intent of and for the purpose of preventing such employee from engaging in or securing similar or other employment from any other corporation, company, or individual.
18. **[Optional Clause – Inclusion determined by SFA. Before the SFA includes this clause in its RFP and Contract, the SFA should determine whether it may return to self-operated food service. Inclusion of this clause may preclude the SFA from hiring food service directors or other employees if it returns to a self-operated program.]** Neither SFA nor FSMC shall during the Term of this Contract or for one (1) year thereafter solicit to hire, hire or contract with the other's employees who manage any of the Programs or any other employees or who are highly compensated employees. In the event of such breach of this clause, the breaching party shall pay, and the injured party shall accept as liquidated damages, an amount equal to twice the annual salary of the subject employee. Such liquidated damages may not be paid from the Program funds. This provision shall survive the termination of this Contract.
19. Both SFA and FSMC shall ensure that their employees adhere to the professional standards and continuing education training requirements as required by federal regulations, codified at 7 CFR § 210.30, throughout the initial term and all renewals of this Contract. School food authorities that operate the National School Lunch Program, or the School Breakfast Program (7 CFR Part 220), must establish and implement professional standards for school nutrition program directors, managers, and staff, as defined in 7 CFR § 210.2. Both SFA and FSMC shall establish and implement the foregoing standards and requirements under this Contract.

H. Use of Facilities, Inventory, Equipment, and Storage

1. SFA will make available, without any cost or charge to FSMC, area(s) of the premises in which FSMC shall render its services. SFA shall always have full access to the food service facilities and for any reason, including inspection and audit.
2. At the commencement, termination, or expiration of this Contract, FSMC and SFA shall take a physical inventory of all non-expendable supplies and capital equipment owned by SFA, including, but not limited to, silverware, trays, chinaware, glassware, and kitchen utensils and all furniture, fixtures, and dining room

equipment utilized in SFA's Food Service Program. FSMC and SFA shall mutually agree on the usability of such supplies and equipment and, at the expiration or termination of this Contract, FSMC shall surrender to SFA all non-expendable supplies and capital equipment in the condition in which it was received except for ordinary wear and tear, damage by the elements and except to the extent that said premises or equipment may have been lost or damaged by vandalism, fire, flood or other acts of God, or theft by persons other than employees of FSMC except through the negligence of FSMC or its employees, or for any other reason beyond the control of FSMC. FSMC and SFA will sign a summary of the beginning inventory at the commencement and at the expiration or termination of this Contract and keep a copy of each on file with this Contract.

3. At the commencement and at the expiration or termination of this Contract, FSMC and SFA shall jointly undertake a beginning and closing inventory of all food and supplies. USDA Foods shall also be inventoried by a separate inventory. FSMC and SFA shall determine whether any portion of the beginning inventory is not suitable for SFA's continued use. Such inventory, when completed, shall become a part of this Contract by incorporation. FSMC shall be responsible for accounting for any difference between the beginning inventory and the ending inventory and shall compensate SFA for any shortfall in inventory not arising from (1) normal wear and tear; or (2) theft, fire, or other casualty loss beyond the control of FSMC and not arising from the negligence of FSMC or its agents. The value of the inventories, except for USDA Foods inventories, shall be determined by invoice cost. The value of USDA Foods inventories shall be the market value, which is the value in USDA's Electronic Commodity Ordering System (ECOS) at the time the USDA-donated foods are received by SFA.
4. During this Contract, title to all SFA food and supplies shall remain with the SFA.
5. FSMC shall maintain the inventory of silverware, chinaware, kitchen utensils, and other operating items necessary for the food service operation and at the inventory level as specified by SFA.
6. SFA will replace expendable equipment and replace, repair, and maintain nonexpendable equipment except when damages result from the use of less than reasonable care by the employees of FSMC.
7. FSMC shall maintain adequate storage procedures, inventory, and control of USDA-donated foods in conformance with SFA's agreement with TDA.
8. FSMC shall provide SFA with keys for all food service areas secured with locks.
9. SFA shall provide FSMC with local telephone service.
10. SFA shall provide water, gas and electric service for the food service program. If SFA is providing water, gas and electric service for the food service program, charges to the food service account shall be determined in the following manner: Monthly. District may use this formula:

District will:

- 1) Calculate the square footage of the kitchen by developing a percentage of utilities based on the square footage of the food service facilities in relation to the total school square footage.
- 2) Determine the percentage of time the kitchen is in use compared to the total campus use. (The kitchen may operate 7 hours but the school day with activities may be 9 hours.)
- 3) Apply percentages to the average cost of the total utilities.

The district will only charge utilities for kitchens during months of operation (if the kitchen was not operating in the summer. The district must not charge the food service operation for utilities during the summer months.) The district must not include cafeteria usage when the cafeteria is used for purposes other than feeding students (pep rallies, study hall, evening functions).

11. SFA shall furnish and install any equipment and/or make any structural changes to the facilities needed to comply with federal, state, or local laws, ordinances, rules, and regulations.
12. SFA shall be responsible for any losses, including USDA-donated foods, which may arise due to equipment malfunction or loss of electrical power not within the control of FSMC.
13. FSMC shall not remove any food preparation and serving equipment owned by SFA from SFA's premises.
14. SFA shall not be responsible for loss or damage to equipment owned by FSMC and located on SFA premises.
15. FSMC shall notify SFA of any equipment belonging to FSMC on SFA premises within ten days of its placement on SFA premises.
16. FSMC shall comply with all SFA building rules and regulations.
17. FSMC shall not use SFA's facilities to produce food, meals, or services for third parties without the approval of SFA. If such usage is mutually acceptable, there shall be a signed agreement that stipulates the fees to be paid by FSMC to SFA for such facility usage. Such usage may not result in a cost to the Non-profit School Food Service Account.
18. SFA, on the termination or expiration of this Contract, shall conduct a physical inventory of all equipment, food, and supplies owned by the SFA.
19. Upon termination of this Contract, FSMC shall surrender to SFA all of SFA's equipment and furnishings used in SFA's Food Service Program in good repair and condition, reasonable wear and tear excepted.

I. Health Certifications/Food Safety/Sanitation

1. FSMC shall maintain, in the storage, preparation, and service of food, proper sanitation and health standards in conformance with all applicable State and local laws and regulations and comply with the food safety inspection requirements of 7 CFR § 210.13(b). (7 CFR § 210.9(b)(14))

2. FSMC shall maintain all State of Texas and local health certification for any facility outside the school in which it proposes to prepare meals and shall maintain this health certification for the duration of this Contract. (7 CFR § 210.16(c)(2))
3. FSMC shall obtain and post all licenses and permits as required by federal, state, and/or local law.
4. FSMC shall comply with all State of Texas and local and sanitation requirements applicable to the preparation of food. (7 CFR 210.16(a)(7))
5. SFA shall maintain applicable health certification and ensure that FSMC complies with all applicable state and local regulations pertaining to sanitation, preparing, or serving meals at a SFA facility. (7 CFR § 210.16(a)(7))
6. SFA shall provide sanitary toilet and hand washing facilities for the employees of FSMC.
7. FSMC shall be responsible for cleaning food service equipment, kitchen floors, hoods and grease filters.
8. SFA shall be responsible for the maintenance and expense of insect and pest control in all food service production and storage areas. FSMC will notify SFA of any problems in this area.
9. FSMC shall be responsible for removal of trash and garbage resulting from the food service program in compliance with SFA's schedule for waste disposal.
10. SFA shall be responsible for all regular food service-related building maintenance, with the exception of normal clean up.
11. FSMC shall clean the kitchen and dining room areas. (See Exhibit D, Chart 2, Designation of Program Expenses)
12. FSMC shall provide regular cleaning service for cafeteria walls, windows, floors, light fixtures, draperies and blinds, and periodic waxing and buffing of floors.
13. FSMC shall place garbage and trash in containers in designated areas as specified by SFA.
14. FSMC shall operate and care for all equipment and food service areas in a clean, safe and healthy condition in accordance with the standards acceptable to SFA and comply with all applicable laws, ordinances, regulations, and rules of federal, state, and local authorities, including laws related to recycling.
15. SFA shall routinely clean grease traps, ductwork, plenum chambers and roof fans.
16. SFA shall provide extermination services as needed.
17. Any cleaning or sanitation that is not specifically assigned herein shall be the responsibility of SFA.
18. FSMC shall adhere to the food safety program implemented by the SFA for all preparation and service of school meals, using a Hazard Analysis and Critical Control Point (HACCP) system as required by 42 U.S.C. § 1758(h)(5)(A).
19. FSMC shall allow at least two health inspections to be conducted by the Health Department at every site involved in school meal preparation and/or service as required by 42 U.S.C. § 1758(h)(1).

J. Financial Terms

1. All income accruing as a result of payments by children and adults, federal and state reimbursements, and all other income from sources such as donations, special functions, catering, à la carte, vending, concessions, contract meals, grants, and loans shall be credited to the Non-profit School Food Service Fund on a daily basis. Any profit or guaranteed return shall remain in the SFA's Non-profit School Food Service Fund.
2. All facilities, equipment, and services to be provided by the SFA shall be provided at SFA's expense.
3. Computation of Meal Equivalency Rate
 - a. The Meal Equivalency Rate means the sum of the total reimbursement received for each lunch meal served and claimed. The Meal Equivalency Rate is used by the SFA to convert sales from second meals, a-la-carte, vending, extra sales, and catering to a meal equivalent. The equivalency factor shall remain fixed for the term of the Contract and all renewals.

MEAL EQUIVALENCY RATE	
Lunch Rate	
Current Year Federal Free Rate of Reimbursement:	\$ <u>3.5300</u>
Current Year State Match Reimbursement Rate:	\$ <u>0.0248</u>
Current Year State Program Reimbursement Rate (If Applicable):	\$ <u>0.00</u>
Current Year Value of USDA Entitlement Donated Foods	\$ <u>0.3700</u>
Current Year Value of USDA Bonus Donated Foods (If Applicable):	\$ <u>0.00</u>
Current Year Value of Non-Program Foods (catering, vending, etc.)	\$ <u>0.00]**</u>
Total Meal Equivalent Rate:	\$[<u>3.9248</u>]

** Note: Payment for adult meals shall not be made with Non-Profit School Food Service Account funds. Payment for a la carte, catering, vending, concessions, and student stores may be made from the Non-Profit School Food Service Account provided total revenue from the event is deposited in or paid to the Non-Profit School Food Service Account.

4. Payment Terms/Method

(Competitive Sealed Proposals) **Fixed-meal Rate Bid**—the FSMC must bid and will be paid at a fixed rate per meal/Meal Equivalent. The offer amount should be based on the assumption that no donated foods will be available for use. The method by which FSMC will use and account for USDA-donated foods shall be in accordance with Section F of the Standard Terms and Conditions hereinabove.

To be completed by the FSMC:

Fixed Price Per Meal/Meal Equivalent:	
Breakfast	\$ _____
Lunch	\$ _____
Snack	\$ _____
A la Carte	\$ _____
Summer(SFSP/SSO)Fixed Price Per Meal/ Meal Equivalent:	
Breakfast	\$ _____
Lunch	\$ _____
Snack	\$ _____

Award Criteria

Proposals must be evaluated by an SFA committee based on the offer per meal/meal equivalent and the criteria, categories, and assigned weights as stated herein below (to the extent applicable). **Contracts must be awarded to the responsive and responsible bidder whose proposal is lowest or most advantageous to the program with the price and other factors considered. The cost must be the primary consideration. See United States Department of Agriculture’s Food and Nutrition Service Memo dated November 13, 2015, SP 12-2016.** Committee members must consist of SFA employees familiar with the regulations and requirements of the school nutrition programs. If a committee member is an agent for, an employee of, or in any other manner associated with an FSMC, that FSMC will be precluded from participating in the RFP and subsequent Contract. Each area of the award criteria must be addressed in detail in the Proposal.

Weighted Evaluation Criteria

SFA must determine in advance what percentage (total of 100 points which equals 100%) each category below will be given when comparing proposals. [SFA may insert additional categories if needed. (See Cost & Financial Proposal criterion below and NOTE: this criterion or consideration must receive more points for the evaluation than the other criteria. For example, if the other nine (9) criteria receive 9.5 points each for a total of 85.5 points, then the Cost & Financial Proposal criterion needs to receive 14.5 points as compared to the other criteria). However, SFA may not include as a category prior experience with SFA as it would violate USDA’s free and open competition regulation for procurement.]

(20) points Cost & Financial Proposal (USDA policy requires the price to be the primary evaluation factor.)

- (15) points Service Capability Plan (Identifies proposed food service team such as Food Service Director and demonstrates FSMC's ability to provide services as stated in the RFP/Contract)
- (15) points Experience, References
- (10) points Doing business with like school systems and familiarity with regulations pertaining to such operations/References
- (15) points Financial Condition/Stability, Business Practices
- (05) points Accounting and Reporting Systems
- (05) points Personnel Management
- (05) points Innovation
- (05) points Promotion of the School Food Service Program
- (05) points Involvement of Students, Staff, and Patrons

100 points TOTAL

The fixed price per meal/meal equivalent may be increased on an annual basis by the Yearly Percentage Change in the Consumer Price Index for All Urban Consumers, as published by the U.S. Department of Labor, Bureau of Labor Statistics, Food Eaten Away from Home **South-Size Class B/C (Mid-sized and small population metropolitan area with fewer than 1.5 million)** (CPI). Such increases shall be effective on a prospective basis on each anniversary date of this Contract and will only be permitted if approved in advance by SFA. CPI fee increases for the upcoming Contract renewal year must be submitted to SFA by April 1 of each year. No other fee increases will be allowed.

5. Payment Terms/Method: FSMC shall invoice SFA within 7 days after the end of each Accounting Period for the total amount of SFA's financial obligation for that Accounting Period.
6. SFA shall make payment in accordance with the Texas Prompt Payment Act, Tex. Gov't Code Chapter 2251; however, no interest or finance charges that may accrue under this Contract may be paid from SFA's Nonprofit School Food Service Account.
7. FSMC must submit detailed documentation for each Accounting Period to support what the SFA is charged. Upon termination of the Contract, all outstanding amounts shall immediately become due and payable. Each invoice submitted by FSMC will include reconciliation for any overpayment or underpayment from prior Accounting Periods and shall identify and account for donated food as stated herein above.
8. FSMC shall be responsible for paying all applicable taxes and fees, including, but not limited to, excise tax, state and local income tax, payroll and withholding taxes, for FSMC employees. FSMC shall indemnify and hold SFA harmless for all claims arising from the non-payment of such taxes and fees.
9. SFA and FSMC shall cooperate to ensure that SFA's Food Service Program is operated in accordance with SFA's Food Service Budget. In the event that FSMC's operation of SFA's Food Service Program results in a deficit greater than the projected deficit stated in SFA's Food Service Budget or a return that is less

than the projected return stated in the Food Service Budget, FSMC shall within 30 days pay SFA a guaranty payment as provided for by the "Schedule of Terms for FSMC Guaranty," which is attached to this Contract as "Exhibit I" and fully incorporated herein. In the event that the FSMC pays a guaranty, FSMC may not recover the guaranty from SFA in subsequent Contract years.

10. SFA shall not be responsible for any expenditure incurred by FSMC before the execution of this Contract and approval by TDA.

K. Books and Records

1. FSMC shall maintain such records (supported by invoices, receipts, or other evidence) as SFA will need to meet monthly reporting responsibilities and shall submit monthly operating statements in a format approved by the SFA no later than the 20th day following the month in which services were rendered. Participation records, including claim information by eligibility category, shall be submitted no later than the 20th day following the month in which services were rendered. SFA shall perform edit checks on the participation records provided by the FSMC prior to the preparation and submission of the claim for reimbursement.
2. FSMC shall maintain records to support the SFA's claim for reimbursement and maintain all such records available upon request. 7 CFR § 210.16(c)(1).
3. FSMC shall provide SFA with a year-end statement.
4. SFA and FSMC must provide all documents as necessary for the independent auditor to conduct SFA's single audit.
5. FSMC shall make its books and records pertaining to the Contract available, upon demand, in an easily accessible manner for a period of three years after the final claim for reimbursement for the fiscal year to which they pertain. The books and records shall be made available for audit, examination, excerpts, and transcriptions by SFA and/or any state or federal representatives and auditors. If audit findings regarding FSMC's records have not been resolved within the three-year record retention period, the records must be retained beyond the three-year period for as long as required for the resolution of the issues raised by the audit. (Reference 7 CFR § 210.9(b)(17) and 2 CFR § 200.333).
6. Authorized representatives of SFA, TDA, USDA, and USDA's Office of the Inspector General (OIG) shall have the right to conduct on-site administrative reviews of the foodservice operation.
7. FSMC shall not remove federally required records from SFA premises upon the expiration or termination of this Contract.

L. Term and Termination

1. If at any time, the SFA shall make a reasonable decision that adequate funding from federal, state, or local sources shall not be available to carry out its financial obligation to FSMC, then the SFA shall have the option to terminate this contract by giving 10 days written notice to the FSMC.
2. In the event either party commits a material breach of this Contract, the non-breaching party shall give the breaching party written notice specifying the default, and the breaching party shall have 30 days within which to cure the default. If the default is not cured within that time, the non-breaching party shall have the right to then terminate this Contract for cause by giving 30 days additional written notice to the breaching party. If the breach is remedied prior to the proposed termination date, the non-breaching party may elect to continue this Contract. Notwithstanding the foregoing termination clause, in the event that the breach concerns sanitation problems, the failure to maintain insurance coverage as required by this Contract, failure to provide required periodic information or statements or failure to maintain quality of service at a level satisfactory to SFA, SFA may terminate this Contract immediately.
3. In the event that either party is prevented from performing its obligations under this Contract by war, acts of public enemies, fire, flood or acts of God (individually each known as a "Force Majeure Event"), that party shall be excused from performance for the period of such Force Majeure Event exists.
4. In the event of FSMC's nonperformance under this Contract or the violation or breach of the terms of this Contract, SFA shall have the right to pursue any and all available administrative, contractual, and legal remedies against FSMC.
5. FSMC shall promptly pay SFA the full amount of any meal overclaims, disallowed costs, or other fiscal actions that are attributable to the FSMC's actions hereunder, including those overclaims based on review or audit findings that occurred during the Effective Dates of original and renewal Contracts.
6. SFA is the responsible authority without recourse to USDA or TDA for the settlement and satisfaction of all contractual and administrative issues arising in any way from this Contract. Such authority includes, but is not limited to, source evaluation, protests, disputes, claims, or other matters of a contractual nature.
7. Upon service ending by either Contract expiration or termination, it shall be incumbent upon the FSMC to cooperate fully with the replacement FSMC or SFA if SFA is returning to self-operated food service and with TDA to ensure a smooth and timely transition to the replacement FSMC or SFA.

M. Insurance

[SFA MUST evaluate and determine acceptable insurance limits for this section.]

1. FSMC shall maintain the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the state of Texas. A Certificate of Insurance of FSMC's insurance coverage indicating these amounts must be submitted at the time of the award.

2. The information below must be completed by SFA:

a. Comprehensive General Liability—includes coverage for:

- 1) Premises—Operations
- 2) Products - Completed Operations

- 4) Contractual Insurance
- 5) Broad Form Property Damage
- 6) Independent Contractors
- 7) Personal Injury

i. \$ 300,000 Combined Single Limit.

b. Automobile Liability coverage with a \$ 300,000 Combined Single Limit.

c. Workers' Compensation—Statutory; Employer's Liability with a combined single limit of

ii. \$ per statutory limits.

d. Excess Umbrella Liability with a combined single limit of \$ 300,000.

2. The SFA shall be included as an additional insured on General Liability, Automobile, and Excess Umbrella policies.
3. The contract of insurance shall provide for notice to SFA of cancellation of insurance policies 30 days before such cancellation is to take effect.
4. Notwithstanding any other provision of this Contract, SFA shall not be liable to FSMC for any indemnity.

N. Trade Secrets and Proprietary Information

1. During the term of this Contract, FSMC may grant to SFA a nonexclusive right to access certain proprietary materials of FSMC, including menus, recipes, signage, food service surveys and studies, management guidelines and procedures, operating manuals, software (both owned by and licensed by FSMC) and similar compilations regularly used in FSMC business operations ("Trade Secrets"). SFA shall not disclose any of FSMC's Trade Secrets or other confidential information, directly or indirectly, during or after the term of this Contract. SFA shall not photocopy or otherwise duplicate any such material without the prior written consent of FSMC. All trade secrets and other confidential information shall remain the exclusive property of FSMC and shall be returned to FSMC immediately upon termination of this Contract. SFA shall not use any confusingly similar names, marks, systems, insignia, symbols, procedures, and methods. Without limiting the foregoing and except for software provided by SFA, SFA specifically agrees that all software associated with the operation of the food service, including without limitation, menu systems, food production systems, accounting systems, and other software, are owned by or licensed to FSMC and not SFA. Furthermore, SFA's access or use of such software shall not create any right, title, interest, or copyright in such software and SFA shall not retain such software beyond the termination of this Contract. In the event of any breach of this

provision, FSMC shall be entitled to equitable relief, including an injunction or specific performance, in addition to all other remedies otherwise available. All of SFA's obligations under this section are subject to SFA's obligations under the Texas Public Information Act and any other law that may require SFA to use, reproduce, or disclose FSMC confidential information. This provision shall survive the termination of this Contract.

2. Any discovery, invention, software, or program, the development of which is paid for by SFA, shall be the property of SFA to which TDA and USDA shall have unrestricted rights.
3. During the term of this Contract, FSMC may have access to SFA confidential information ("SFA Confidential Information"), including student identifiable confidential information that is protected from disclosure by federal law (42 U.S.C. § 1758(b)(6)). FSMC agrees to hold any SFA Confidential Information in confidence during the term of this Contract and thereafter. FSMC further agrees that FSMC has no independent rights to this information and will not make any SFA Confidential Information available in any form to any third party or use Confidential Information for any purpose other than the performance of FSMC's obligations under this Contract. FSMC will use reasonable security measures to protect SFA's Confidential Information from unauthorized access, use, or disclosure and ensure that SFA's Confidential Information is not disclosed or distributed in violation of the terms of this Contract. Immediately upon the termination or expiration of this Contract, FSMC shall return to SFA any copies of SFA's Confidential Information provided to FSMC by SFA, and FSMC will destroy all other copies of SFA's Confidential Information in all forms, partial and complete, in all types of media and computer memory, and whether or not modified or merged into other materials.

O. Optional Requirements to Be Included
[To be completed by SFA]

[Note: If the SFA is seeking improvements to its foodservice equipment, the SFA must state an amount in #1. SFA and FSMC will not be able to incorporate into their agreement by any method, including an additional exhibit or guaranty terms that FSMC will provide items without SFA stating what they are seeking in the RFP. Also, please note that using \$4,999.00 to avoid the \$5,000.00 limit will prevent the SFA from increasing the amount at a later time.]

The scope of this Contract shall include these additional services. **Check options that apply.**

1. Financing of Certain Equipment.

- (a) FSMC may finance equipment for SFA's Food Service Program in an amount not to exceed \$ _____ per (school year/life of contract/or. SFA will follow its usual procurement procedures for any transaction that is financed by FSMC; FSMC cannot be the vendor for any procurement that it finances for SFA. SFA shall repay any financing provided by FSMC at the current lending rate specified when the equipment was purchased, which sum shall be charged to SFA as a Direct Cost to the food service

program or the SFA may make payments in accordance with an amortization schedule, as agreed upon by the SFA and FSMC. Ownership of the equipment shall at all times remain with SFA. Any equipment costing \$5,000 or more must have prior written approval by TDA (2 CFR § 200.439(a)(3))

(b) If the contract expires or is terminated prior to the complete repayment of the investment, SFA shall, on the expiration date, or within five days after receipt by either party of any notice of termination under this Contract, either (SFA must check appropriate box):

1) Deliver the equipment or other items funded by the investment to the FSMC in full release of the unpaid balance.

OR

2) Retain the property and continue to make payments in accordance with the amortization schedule. (Reference: USDA Memo SP 40-2016, Updated Guidance: "Contracting with Food Service Management Companies, pages 42-43.)

2. Information Technology Systems – [CHECK ONLY ONE]

All Fees Must Be Part of the Fixed-Meal Rate. FSMC shall provide, install, deploy into production, operate and maintain and support an information technology system (the "IT System") (which may include, but not be limited to, hardware, owned and licensed software and systems support) necessary for the operation of SFA's Food Service Programs. SFA shall provide, at its expense, a suitable environment, including such heat, air conditioning, phone, and utility service as may be required for the installation, implementation, operation, and maintenance of the IT System. FSMC's IT System shall provide the following services: _____ . [SFA must insert functions SFA desires the IT System to perform for SFA and FSMC should insert functions their IT System will perform.] The cost of the IT System must be a line item in budget information in Exhibit C. [**Important Note: If SFA has a point of sale or point of service system (POS) in place which was purchased by SFA and operated by FSMC, duplicate costs are prohibited and FSMC may not claim reimbursement for such POS.**]

3. SFA Transition Employee Positions and Dates of Transition. [SFA shall identify each employee position to be transitioned to FSMC's payroll, anticipated date of transition, and the manner in which transition shall occur.].

4. Other. [To be identified by SFA before issuing RFP.] [**Important Note: SFA must clarify in this section which party purchases the point of sale or point of service system (POS), if any, under**

the contract. FSMC is prohibited from reimbursement for duplicate costs if SFA owns the POS and FSMC is just operating such system.

P. Summer Food Service Program

Check One: SFA does or plans to participate in SFSP [SFA must complete the entire section]

SFA does not participate in SFSP [SFA must mark through the entire section]

1. SFA shall be responsible for determining the eligibility of all SFSP sites.
2. SFA, as a sponsor, shall be responsible for all management responsibilities of the SFSP, as described in 7 CFR § 225.15 (a)(3).
3. Bonding requirements.
 - a. Bid guarantee (when the SFSP portion of the bid exceeds the Simplified Threshold of \$50,000 as applicable): Offeror shall submit with his or her bid a bid guarantee in the amount of \$ _____ [Enter an amount not less than 5 percent or more than 10 percent of the total bid price or may enter \$0, if SFSP bid does not exceed the Simplified Threshold of \$50,000 as applicable], which shall be in the form of a firm commitment such as bid bond, postal money order, certified check, cashier's check, or irrevocable letter of credit. (SFSP Memorandum 13-2014: Procurement Thresholds in the Summer Food Service Program, January 10, 2014). Bid guarantees other than bid bonds will be returned (a) to unsuccessful Offerors as soon as practicable after the opening of proposals and (b) to the successful Offeror upon execution of such further contractual documents. (i.e., insurance coverage) and bonds as may be required by the bid.
 - b. Performance guarantee (when the SFSP portion of the Contract exceeds \$50,000, restrictive Texas simplified acquisition threshold): FSMC must obtain a performance bond in the amount of \$ _____ [Enter an amount 10 percent nor more than 25 percent of the value of the Contract which shall be in the form of a firm commitment such as bid bond, postal money order, certified check, cashier's check, or irrevocable letter of credit. (SFSP Memorandum 13-2014: Procurement Thresholds in the Summer Food Service Program, January 10, 2014). Bid guarantees other than bid bonds will be returned to unsuccessful Offerors as soon as practicable after the opening of proposals. Performance bonds for the successful Offeror shall be held for the duration of the Contract. (7 CFR 225.15(m)(5-7)
4. SFA shall immediately correct any problems found as a result of a health inspection and shall submit written documentation of the corrective action implemented within two weeks of the citation.

- ~~5. FSMC must comply with the 21-day menu cycle developed by SFA for the SFSP (Exhibit B) and include it in the RFP. SFA shall approve any changes in the menus no later than two weeks prior to service after the initial cycle has been used. The SFA shall inform TDA of menu changes for the SFSP.~~
- ~~6. SFA, as an SFSP sponsor, is responsible for conducting and documenting the required SFSP site visits of all sites for pre-approval and during operation of the program.~~
- ~~7. SFA will make the final determination of the opening and closing dates of all SFSP sites, if applicable.~~
- ~~8. FSMC may use donated foods to conduct SFSP in accordance with Section F of the Standard Terms and Conditions herein above and 7 CFR Part 225 and 2 CFR Part 200.~~

Q. Certifications

FSMC shall execute and comply with the following Certifications: (i) Debarment certification shall be provided by a) the SFA providing the page from *The System for Award Management* and maintaining such record with other supporting documentation to demonstrate that the SFA had referenced *The System for Award Management*; or b) that by signing this Agreement that the FSMC certifies that neither it nor any principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Contract by any federal department or agency or by the State of Texas; or c) submitting the TDA Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Covered Contracts form; and (ii) Anti-collusion Affidavit, which is attached to this Contract as Exhibit J and fully incorporated herein; (iii) Certification Regarding Lobbying, which is attached to this Contract as Exhibit K and fully incorporated herein; and (iv) Standard Form-LLL, Disclosure Form to Report Lobbying, when applicable, which is attached to this Contract as Exhibit L and fully incorporated herein; and (v) Discount and Rebate Certification, which is attached to this Contract as Exhibit M and fully incorporated herein.

R. Miscellaneous

1. Emergency Notifications.

- a. SFA shall notify FSMC of any interruption in utility service of which it has knowledge.

Notification will be provided to:

Name : _____

Title: _____

Telephone number: _____

Alternate telephone number: _____

- b. SFA shall notify FSMC of any delay at the beginning of the school day or the closing of school(s) due to snow or other emergency situations. Notification will be provided to:

Name : _____

Title: _____

Telephone number: _____

Alternate telephone number: _____

2. Governing Law. This Contract is governed by and shall be construed in accordance with Texas and federal law.

3. Headings. All headings contained in this Contract are for convenience of reference only, do not form a part of this Contract, and shall not affect in any way the meaning or interpretation of this Contract.

4. Incorporation/Amendments. This Request for Proposal and Contract, which includes the attached Exhibits A – M and FSMC’s proposal documents (collectively the “Contract Documents”), contain the entire agreement between the parties with relation to the transaction contemplated hereby, and there have been and are no covenants, agreements, representations, warranties or restrictions between the parties with regard thereto other than those specifically set forth in this Contract. In the event of a conflict between or among any of the terms of the Contract Documents, such conflicts shall be resolved by referring to the Contract Documents in the following order of priority: (i) SFA’s Request for Proposal and Contract and (ii) FSMC proposal documents. No modification or amendment to this Contract shall become valid unless it is made in writing, signed by the parties, and approved by TDA.

5. **INDEMNITY**. EXCEPT AS OTHERWISE EXPRESSLY PROVIDED IN THIS CONTRACT, FSMC SHALL DEFEND, INDEMNIFY, AND HOLD SFA HARMLESS FROM AND AGAINST ALL CLAIMS, LIABILITY, LOSS, AND EXPENSES, INCLUDING REASONABLE COLLECTION EXPENSES, ATTORNEYS’ FEES AND COURT COSTS THAT MAY ARISE BECAUSE OF THE ACTIONS OF FSMC, ITS AGENTS OR EMPLOYEES IN THE PERFORMANCE OF ITS OBLIGATIONS UNDER THIS CONTRACT, EXCEPT TO THE EXTENT ANY SUCH CLAIMS OR ACTIONS RESULT FROM THE NEGLIGENCE OF SFA, ITS EMPLOYEES OR AGENTS. THIS CLAUSE SHALL SURVIVE TERMINATION OR EXPIRATION OF THIS CONTRACT.

6. Nondiscrimination. Both SFA and FSMC agree that no child who participates in the NSLP, SBP, SMP, ASCP, CACFP, SSO, or SFSP will be discriminated against on the basis of race, color, national origin, sex, age, or disability.

7. Notices. All notices, consents, waivers, or other communications which are required or permitted hereunder, except those required under Emergency Notification herein above, shall be sufficient if given in writing and delivered personally, or by sending a copy thereof by first class or express mail, postage prepaid, courier service, charges prepaid or by facsimile transmission (followed by the original) to the address (or to

the facsimile or telephone number), as follows (or to such other addressee or address as shall be set forth in a notice given in the same manner):

To SFA: **Dink T. Watson – Deputy Director – Detention**

Phone # 409-770-5935

Alt Phone # 409-741-5430

To FSMC:

Copy to:

If such notice is sent by mail or courier service, it shall be deemed to have been given to the person entitled thereto when deposited in the United States mail or courier service for delivery to that person or, in the case of a facsimile transmission, when received.

8. **Severability.** If one or more provisions of this contract or the application of any provision to either party or circumstance is held invalid, unenforceable, or illegal in any respect, the remainder of this Contract and the application of the provision to other parties or circumstances shall remain valid and in full force and effect.

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

10. **Subcontract/Assignment.** No provision of this Contract shall be assigned or subcontracted without the prior written consent of the SFA, except that FSMC may, after notice to SFA, assign this Contract in its entirety to an affiliated company or wholly-owned subsidiary without prior written consent and without being released from any of its responsibilities hereunder.

11. **Waiver.** The failure of FSMC or SFA to exercise any right or remedy available under this Contract upon the other party's breach of the terms, covenants, or conditions of this Contract or the failure to demand prompt performance of any obligation under this Contract shall not be deemed a waiver of such right or remedy; of the requirement of punctual performance; or of any subsequent breach or default on the part of the other party.

12. **TDA review.** This Contract may not be executed until TDA approval is provided. It is not effective until it is approved, in writing, by the TDA.

(THIS SPACE INTENTIONALLY LEFT BLANK)

AGREEMENT

Offeror certifies that the FSMC shall operate in accordance with all applicable state and federal regulations.

Offeror certifies that all terms and conditions within the Proposal shall be considered a part of this Contract as if incorporated herein.

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

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

ATTEST:

SCHOOL FOOD AUTHORITY:

Galveston County Juvenile Board

Name of SFA

Signature of Authorized Representative

Honorable Anne B. Darring

Typed Name of Authorized Representative

Judge, 306th Judicial District Court

Title

Date Signed

ATTEST:

FOOD SERVICE MANAGEMENT COMPANY:

Name of FSMC

Signature of Authorized Representative

Typed Name of Authorized Representative

Title

Date Signed

Exhibit A

SCHEDULE OF FOOD SERVICE LOCATIONS AND SERVICES PROVIDED

Jerry J. Esmond Juvenile Justice Center
6101 Attwater Avenue
Texas City, Texas 77590

Scheduled Meal Times of Food Service

	Beginning	Ending
Breakfast	0615	0800
Lunch	1100	1300
Dinner	1545	1730

Exhibit B

PROGRAM MENU CYCLES

**MENU CYCLE FOR
NATIONAL SCHOOL LUNCH PROGRAM**

Attach a sample 21-day cycle lunch menu prepared by the SFA.
This menu must be used for the first 21-day cycle of the new school year.

20__ - 20__ School Year [Insert applicable school year]

Campus Level: _____ [Insert one: High School, Junior High/Middle School or Elementary School]

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21				

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Exhibit B Continued

**MENU CYCLE FOR
SCHOOL BREAKFAST PROGRAM**

Attach a sample 21-day cycle breakfast menu prepared by the SFA.
This menu must be used for the first 21-day cycle of the new school year.

20__ - 20__ School Year [Insert applicable school year]

Campus Level: _____ [Insert one: High School, Junior High/Middle School or Elementary School]

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21				

2025 RELEASE UNDER E.O. 14176

Exhibit B Continued

**MENU CYCLE FOR
AFTER SCHOOL CARE PROGRAM**

Attach a sample 21-day cycle after school care menu prepared by the SFA.
This menu must be used for the first 21-day cycle of the new school year.

20__ - 20__ School Year [Insert applicable school year]

Campus Level: _____ [Insert one: High School, Junior High/Middle School or Elementary School]

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21				

Exhibit B Continued

**MENU CYCLE FOR
SEAMLESS SUMMER OPTION OR
SUMMER FOOD SERVICE PROGRAM**

Attach a sample 21-day cycle SSO or SFSP menu prepared by the SFA.
This menu must be used for the first 21-day cycle of the new school year.

20__ - 20__ School Year [Insert applicable school year]

Campus Level: _____ [Insert one: High School, Junior High/Middle School or Elementary School]

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21				

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Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
100% Apple Juice 4 oz Apple 1 each Toasted Oats 1 cup WG Bread 1/4 cup Peanut Butter 2 slices Jelly PC 1 each 1% Milk 8 oz AL Milk Skin .5 pint 1/2 pint	100% Orange Juice 4 oz Apple 1 each Cornmeal w/eggs 3/4 cup WG Pancake 2 each Syrup PC 1 each Hard Boiled Egg 2 each 1% Milk 8 oz AL Milk Skin .5 pint 1/2 pint	100% Orange Juice 4 oz Apple 1 each Cornmeal w/eggs 3/4 cup WG Pancake 2 each Syrup PC 1 each Hard Boiled Egg 2 each 1% Milk 8 oz AL Milk Skin .5 pint 1/2 pint	100% Orange Juice 4 oz Apple 1 each Toasted Oats 3/4 cup WG Bread 1/4 cup Peanut Butter 2 slices Jelly PC 1 each 1% Milk 8 oz AL Milk Skin .5 pint 1/2 pint	100% Orange Juice 4 oz Apple 1 each Toasted Oats 3/4 cup WG Bread 1/4 cup Peanut Butter 2 slices Jelly PC 1 each 1% Milk 8 oz AL Milk Skin .5 pint 1/2 pint	100% Orange Juice 4 oz Apple 1 each Toasted Oats 3/4 cup WG Bread 1/4 cup Peanut Butter 2 slices Jelly PC 1 each 1% Milk 8 oz AL Milk Skin .5 pint 1/2 pint	100% Orange Juice 4 oz Apple 1 each Toasted Oats 3/4 cup WG Bread 1/4 cup Peanut Butter 2 slices Jelly PC 1 each 1% Milk 8 oz AL Milk Skin .5 pint 1/2 pint
Chicken Patty Breaded 1 each Potato Wedges 1 each Hamburger Bun WGR 1 each Green Beans 1/2 cup Unseasoned 1 cup Applesauce 1/2 pint 1% Milk 8 oz AL Milk Skin .5 pint 1/2 pint	Chicken Patty Breaded 1 each Potato Wedges 1 each Hamburger Bun WGR 1 each Green Beans 1/2 cup Unseasoned 1 cup Applesauce 1/2 pint 1% Milk 8 oz AL Milk Skin .5 pint 1/2 pint	Chicken Patty Breaded 1 each Potato Wedges 1 each Hamburger Bun WGR 1 each Green Beans 1/2 cup Unseasoned 1 cup Applesauce 1/2 pint 1% Milk 8 oz AL Milk Skin .5 pint 1/2 pint	Chicken Patty Breaded 1 each Potato Wedges 1 each Hamburger Bun WGR 1 each Green Beans 1/2 cup Unseasoned 1 cup Applesauce 1/2 pint 1% Milk 8 oz AL Milk Skin .5 pint 1/2 pint	Chicken Patty Breaded 1 each Potato Wedges 1 each Hamburger Bun WGR 1 each Green Beans 1/2 cup Unseasoned 1 cup Applesauce 1/2 pint 1% Milk 8 oz AL Milk Skin .5 pint 1/2 pint	Chicken Patty Breaded 1 each Potato Wedges 1 each Hamburger Bun WGR 1 each Green Beans 1/2 cup Unseasoned 1 cup Applesauce 1/2 pint 1% Milk 8 oz AL Milk Skin .5 pint 1/2 pint	Chicken Patty Breaded 1 each Potato Wedges 1 each Hamburger Bun WGR 1 each Green Beans 1/2 cup Unseasoned 1 cup Applesauce 1/2 pint 1% Milk 8 oz AL Milk Skin .5 pint 1/2 pint
Buttered Rice 1 cup Seasoned Mixed Vegetables 1/2 cup WG Bread 2 slices Mashed Potatoes 1 cup Whipped Margarine 1/40 cup Drink High Calcium 8 oz Plus Bulk PC	Buttered Rice 1 cup Seasoned Mixed Vegetables 1/2 cup WG Bread 2 slices Mashed Potatoes 1 cup Whipped Margarine 1/40 cup Drink High Calcium 8 oz Plus Bulk PC	Buttered Rice 1 cup Seasoned Mixed Vegetables 1/2 cup WG Bread 2 slices Mashed Potatoes 1 cup Whipped Margarine 1/40 cup Drink High Calcium 8 oz Plus Bulk PC	Buttered Rice 1 cup Seasoned Mixed Vegetables 1/2 cup WG Bread 2 slices Mashed Potatoes 1 cup Whipped Margarine 1/40 cup Drink High Calcium 8 oz Plus Bulk PC	Buttered Rice 1 cup Seasoned Mixed Vegetables 1/2 cup WG Bread 2 slices Mashed Potatoes 1 cup Whipped Margarine 1/40 cup Drink High Calcium 8 oz Plus Bulk PC	Buttered Rice 1 cup Seasoned Mixed Vegetables 1/2 cup WG Bread 2 slices Mashed Potatoes 1 cup Whipped Margarine 1/40 cup Drink High Calcium 8 oz Plus Bulk PC	Buttered Rice 1 cup Seasoned Mixed Vegetables 1/2 cup WG Bread 2 slices Mashed Potatoes 1 cup Whipped Margarine 1/40 cup Drink High Calcium 8 oz Plus Bulk PC

etary Consultant

Approval Date

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
<p>Breakfast</p> <p>100% Orange Juice 4 oz Apple 1 each Cinnamon w/Sugar 1 cup W/W Bread 3/4 cup Scrambled Eggs 1 slice W/W Bread 1 slice Jelly PC 1 each 1% Milk 8 fl oz A/L Milk Skim .5 pint 1/2 pint</p>	<p>100% Orange Juice 4 oz Apple 1 each Cinnamon w/Sugar 1 cup W/W Bread 3/4 cup Scrambled Eggs 1 slice W/W Bread 1 slice Jelly PC 1 each 1% Milk 8 fl oz A/L Milk Skim .5 pint 1/2 pint</p>	<p>100% Orange Juice 4 oz Apple 1 each Cinnamon w/Sugar 1 cup W/W Bread 3/4 cup Scrambled Eggs 1 slice W/W Bread 1 slice Jelly PC 1 each 1% Milk 8 fl oz A/L Milk Skim .5 pint 1/2 pint</p>	<p>100% Orange Juice 4 oz Apple 1 each Cinnamon w/Sugar 1 cup W/W Bread 3/4 cup Scrambled Eggs 1 slice W/W Bread 1 slice Jelly PC 1 each 1% Milk 8 fl oz A/L Milk Skim .5 pint 1/2 pint</p>	<p>100% Orange Juice 4 oz Apple 1 each Cinnamon w/Sugar 1 cup W/W Bread 3/4 cup Scrambled Eggs 1 slice W/W Bread 1 slice Jelly PC 1 each 1% Milk 8 fl oz A/L Milk Skim .5 pint 1/2 pint</p>	<p>100% Orange Juice 4 oz Apple 1 each Cinnamon w/Sugar 1 cup W/W Bread 3/4 cup Scrambled Eggs 1 slice W/W Bread 1 slice Jelly PC 1 each 1% Milk 8 fl oz A/L Milk Skim .5 pint 1/2 pint</p>	<p>100% Orange Juice 4 oz Apple 1 each Cinnamon w/Sugar 1 cup W/W Bread 3/4 cup Scrambled Eggs 1 slice W/W Bread 1 slice Jelly PC 1 each 1% Milk 8 fl oz A/L Milk Skim .5 pint 1/2 pint</p>
<p>Lunch</p>						
<p>Shredded Chicken 3.2 oz Macaroni & Cheese 1 cup Shredded Turkey 3.5 oz Canned Beans 1 cup Canned Potatoes 1 cup Lettuce Salad 1 cup French Dressing 1/2 oz W/W Bread 2 slices Apple 1 each 1% Milk 1/2 pint A/L Milk Skim .5 pint 1/2 pint</p>	<p>Pizza 2 each Green Beans 1/2 cup Canned Beans 1 cup French Dressing 1/2 oz Lettuce Salad 1 cup Applesauce 1/2 pint 1% Milk 1/2 pint A/L Milk Skim .5 pint 1/2 pint</p>	<p>Pizza 2 each Green Beans 1/2 cup Canned Beans 1 cup French Dressing 1/2 oz Lettuce Salad 1 cup Applesauce 1/2 pint 1% Milk 1/2 pint A/L Milk Skim .5 pint 1/2 pint</p>	<p>Lean Meat 3.2 oz Shredded Chicken 3.2 oz Canned Beans 1 cup Canned Potatoes 1 cup Lettuce Salad 1 cup French Dressing 1/2 oz Apple 1 each 1% Milk 1/2 pint A/L Milk Skim .5 pint 1/2 pint</p>	<p>Chicken Party (baked) 1 each Seasoned Corned 3/4 cup Green Beans 1 cup Mashed Potatoes 1 cup Lettuce Salad 1 cup French Dressing 1/2 oz W/W Bread 2 slices Apple 1 each 1% Milk 1/2 pint A/L Milk Skim .5 pint 1/2 pint</p>	<p>Cheddar Beefy 1 each Seasoned Corned 3/4 cup Green Beans 1 cup Mashed Potatoes 1 cup Lettuce Salad 1 cup French Dressing 1/2 oz W/W Bread 2 slices Apple 1 each 1% Milk 1/2 pint A/L Milk Skim .5 pint 1/2 pint</p>	<p>Macaroni & Cheese 1 cup Shredded Turkey 3.5 oz Canned Beans 1 cup Canned Potatoes 1 cup Lettuce Salad 1 cup French Dressing 1/2 oz W/W Bread 2 slices Apple 1 each 1% Milk 1/2 pint A/L Milk Skim .5 pint 1/2 pint</p>
<p>Hot Dog 2 each W/W Hot Dog Bun 2 each Shredded Potato 1 cup Seasoned Corned 1/2 cup Vegetable 1 each Mustard PC 1/40 cut Frosted Cake 1/40 cut Drink High Calcium 8 fl oz Plus Bulk PC</p>	<p>Shredded Chicken 3.2 oz Macaroni & Cheese 1 cup Shredded Turkey 3.5 oz Canned Beans 1 cup Canned Potatoes 1 cup Lettuce Salad 1 cup French Dressing 1/2 oz W/W Bread 2 slices Apple 1 each 1% Milk 1/2 pint A/L Milk Skim .5 pint 1/2 pint</p>	<p>Shredded Chicken 3.2 oz Macaroni & Cheese 1 cup Shredded Turkey 3.5 oz Canned Beans 1 cup Canned Potatoes 1 cup Lettuce Salad 1 cup French Dressing 1/2 oz W/W Bread 2 slices Apple 1 each 1% Milk 1/2 pint A/L Milk Skim .5 pint 1/2 pint</p>	<p>Shredded Chicken 3.2 oz Macaroni & Cheese 1 cup Shredded Turkey 3.5 oz Canned Beans 1 cup Canned Potatoes 1 cup Lettuce Salad 1 cup French Dressing 1/2 oz W/W Bread 2 slices Apple 1 each 1% Milk 1/2 pint A/L Milk Skim .5 pint 1/2 pint</p>	<p>Shredded Chicken 3.2 oz Macaroni & Cheese 1 cup Shredded Turkey 3.5 oz Canned Beans 1 cup Canned Potatoes 1 cup Lettuce Salad 1 cup French Dressing 1/2 oz W/W Bread 2 slices Apple 1 each 1% Milk 1/2 pint A/L Milk Skim .5 pint 1/2 pint</p>	<p>Shredded Chicken 3.2 oz Macaroni & Cheese 1 cup Shredded Turkey 3.5 oz Canned Beans 1 cup Canned Potatoes 1 cup Lettuce Salad 1 cup French Dressing 1/2 oz W/W Bread 2 slices Apple 1 each 1% Milk 1/2 pint A/L Milk Skim .5 pint 1/2 pint</p>	<p>Shredded Chicken 3.2 oz Macaroni & Cheese 1 cup Shredded Turkey 3.5 oz Canned Beans 1 cup Canned Potatoes 1 cup Lettuce Salad 1 cup French Dressing 1/2 oz W/W Bread 2 slices Apple 1 each 1% Milk 1/2 pint A/L Milk Skim .5 pint 1/2 pint</p>
<p>Sandwich Cookies 1 each Drink Vitamin 8 fl oz Frosted Bulk</p>	<p>Sandwich Cookies 1 each Drink Vitamin 8 fl oz Frosted Bulk</p>	<p>Sandwich Cookies 1 each Drink Vitamin 8 fl oz Frosted Bulk</p>	<p>Sandwich Cookies 1 each Drink Vitamin 8 fl oz Frosted Bulk</p>	<p>Sandwich Cookies 1 each Drink Vitamin 8 fl oz Frosted Bulk</p>	<p>Sandwich Cookies 1 each Drink Vitamin 8 fl oz Frosted Bulk</p>	<p>Sandwich Cookies 1 each Drink Vitamin 8 fl oz Frosted Bulk</p>

Dietary Consultant

Approval Date

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1.00oz Orange Juice 4 oz Apple 1 each Toasted Oats 1 cup WG Bread 2 slices Hard Boiled Egg 2 each UG Milk 8.8 oz AL: Milk Skin .5 pint 1/2 pint	1.00oz Orange Juice 4 oz Apple 1 each WG Bread 2 slices Scrambled Eggs 1/4 cup Jelly PC 1 each UG Milk 8.8 oz AL: Milk Skin .5 pint 1/2 pint	1.00oz Apple Juice 4 oz Unseasoned Applesauce 1 each Outmeal w/Sugar 3/4 cup WG Pancake 2 each Syrup PC 1 each Scrambled Eggs 3/4 cup UG Milk 8.8 oz AL: Milk Skin .5 pint 1/2 pint	1.00oz Orange Juice 4 oz Fresh Banana 1 each Peanut Butter 2 Tbsp Jelly PC 1 each WG Bread 2 slices UG Milk 8.8 oz AL: Milk Skin .5 pint 1/2 pint	1.00oz Apple Juice 4 oz Apple 1 each Toasted Oats 1 cup Scrambled Eggs 1/4 cup Taco Sauce PC 1 each WG Bread 1 each UG Milk 8.8 oz AL: Milk Skin .5 pint 1/2 pint	1.00oz Apple Juice 4 oz Unseasoned Applesauce 1 each Peanut Butter 2 Tbsp Jelly PC 1 each WG Bread 2 slices UG Milk 8.8 oz AL: Milk Skin .5 pint 1/2 pint	1.00oz Orange Juice 4 oz Apple 1 each Toasted Oats 1 cup Hard Boiled Egg 2 each UG Milk 8.8 oz AL: Milk Skin .5 pint 1/2 pint
Lunch Brown Rice 8 oz Chicken Patty Breaded 1 each Macaroni Salad 1/2 cup Beans Baked 1 cup Seasoned Collard 1/2 cup Greens 1 slice WG Bread 2 each UG Milk 1/2 pint AL: Milk Skin .5 pint 1/2 pint	Chicken Patty Breaded 1 each Macaroni Salad 1/2 cup Beans Baked 1 cup Seasoned Collard 1/2 cup Greens 1 slice WG Bread 2 each UG Milk 1/2 pint AL: Milk Skin .5 pint 1/2 pint	Chicken Patty 1 each Cheese Slice 1 slice Hamburger Bun WGR 1 each French Fries 1 cup Lettuce Salad 1 cup Ranch Dressing 1/2 oz UG Milk 1 each AL: Milk Skin .5 pint 1/2 pint	Chicken Patty 1 each Cheese Slice 1 slice Hamburger Bun WGR 1 each French Fries 1 cup Lettuce Salad 1 cup Ranch Dressing 1/2 oz UG Milk 1 each AL: Milk Skin .5 pint 1/2 pint	Hot Dog 2 each Weitz Hot Dog Bun 2 each Colelaw 1/2 cup Carrots 1/2 cup Mustard PC 2 each Fresh Orange 2 each UG Milk 1/2 pint AL: Milk Skin .5 pint 1/2 pint	Taco Meat 3.2 oz Tortilla Flour 6.25 2 each Cooked Beans 1 cup Shredded Lettuce 1 cup Diced Tomato 1/4 cup Unseasoned Applesauce 1 cup UG Milk 1/2 pint AL: Milk Skin .5 pint 1/2 pint	Chicken Patty Breaded 1 each Poultry Gravy 2.8 oz Mashed Potatoes 1 cup Green Beans 1/2 cup WG Bread 2 slices Apple 1 each UG Milk 1/2 pint AL: Milk Skin .5 pint 1/2 pint
Baked Turkey 3 lbs Poultry Gravy 3.8 oz Mashed Potatoes 1 cup Seasoned Cheddar 1 cup Potatoes 1 cup Seasoned Beans 1 cup Whipped Margarine 2 slices Fresh Coban 1 oz Drink High Calcium 1/40 cut Plus Bulk FC	Chicken Meat Sauce 3/4 cup Seasoned Spaghetti 1 cup Noodles 1/2 cup Lettuce Salad 1 cup Colard Dressing 1 cup Seasoned Green Beans 1 cup WG Bread 2 slices Whipped Margarine 1 oz Coban 3/4 cup Drink High Calcium 8.8 oz Plus Bulk FC	Chicken 1 each Poultry Gravy 3.8 oz Seasoned Mashed Potatoes 1 cup Potatoes 1 cup Seasoned Beans 1 cup Whipped Margarine 1/40 cut Fresh Coban 1/40 cut Drink High Calcium 8.8 oz Plus Bulk FC	Chicken 1 each Poultry Gravy 3.8 oz Seasoned Mashed Potatoes 1 cup Potatoes 1 cup Seasoned Beans 1 cup Whipped Margarine 1/40 cut Fresh Coban 1/40 cut Drink High Calcium 8.8 oz Plus Bulk FC	Meatloaf Italian 6 each Brown Gravy 3.8 oz Slice Pfaf 1.00 Vegetables 1/2 cup WG Bread 2 slices Whipped Margarine 1 oz UG Milk 1/40 cut Glass Powder Sugar 8.8 oz Drink High Calcium 8.8 oz Plus Bulk FC	Sherry Ice 3.2 oz Green Beans 1 cup Colelaw 1 each Hamburger Bun WGR 1 each Teriber Sauce PC 1/2 cup Whipped Margarine 1 each Fresh Coban 1/40 cut Drink High Calcium 8.8 oz Plus Bulk FC	Fish Fry 1 each Mashed Potatoes 1 cup Colelaw 1/2 cup Hamburger Bun WGR 1 each Teriber Sauce PC 1 each Whipped Margarine 1 oz Fresh Coban 1/40 cut Drink High Calcium 8.8 oz Plus Bulk FC
Sandwich Coleslaw 1 each Drink Vitamin 8.8 oz Fortified Milk	Sandwich Coleslaw 1 each Drink Vitamin 8.8 oz Fortified Milk	Sandwich Coleslaw 1 each Drink Vitamin 8.8 oz Fortified Milk	Sandwich Coleslaw 1 each Drink Vitamin 8.8 oz Fortified Milk	Sandwich Coleslaw 1 each Drink Vitamin 8.8 oz Fortified Milk	Sandwich Coleslaw 1 each Drink Vitamin 8.8 oz Fortified Milk	Sandwich Coleslaw 1 each Drink Vitamin 8.8 oz Fortified Milk

itary Consultant

Approval Date:

Breakfast	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1 00oz Apple Juice 4 oz Apple 1 each 1 cup 1/4 cup 1 each 1 each 8 8 oz 1/2 pint	100% Orange Juice 4 oz Unsweetened Applesauce Peanut Butter Jelly PC 1/4 cup 1 each 1 each 8 8 oz 1/2 pint	100% Orange Juice 4 oz Unsweetened Applesauce Peanut Butter Jelly PC 1/4 cup 1 each 1 each 8 8 oz 1/2 pint	100% Orange Juice 4 oz Unsweetened Applesauce Peanut Butter Jelly PC 1/4 cup 1 each 1 each 8 8 oz 1/2 pint	100% Orange Juice 4 oz Unsweetened Applesauce Peanut Butter Jelly PC 1/4 cup 1 each 1 each 8 8 oz 1/2 pint	100% Orange Juice 4 oz Unsweetened Applesauce Peanut Butter Jelly PC 1/4 cup 1 each 1 each 8 8 oz 1/2 pint	100% Orange Juice 4 oz Unsweetened Applesauce Peanut Butter Jelly PC 1/4 cup 1 each 1 each 8 8 oz 1/2 pint
Lunch Turkey & Noodle Casserole 8 oz W/F Bread 2 slices 1 cup 1 cup 1/2 cup 1 each 1/2 pint 1/2 pint	Chicken Patty Buns 1 each Cheese Slices 1 slice Hamburger Bun WGR 1 each Cooked Beans 1 cup French Fries 1 cup Mustard PC 1 each Ketchup PC 1 each Unsweetened Applesauce 1 cup 1/2 pint 1/2 pint	Three Meat 3.2 oz Cheese Slices 1 slice 1/4 cup 1 cup 1/2 cup 2 each 1 cup 2 each 1/2 pint 1/2 pint	Taco Joes 3.2 oz Cheese Slices 1 slice 1/4 cup 1 cup 1/2 cup 2 each 1 cup 2 each 1/2 pint 1/2 pint	Italian Meat Sauce 3/4 cup W/F Spaghetti Noodles 1 cup Lettuce Salad 1 cup Sautéed Dressing 1/2 cup Carrots 1 cup Unsweetened Applesauce 1 cup 1/2 pint 1/2 pint	Shrimp Joes 3.2 oz Hamburger Bun WGR 1 each Cooked Beans 1 cup Home Fried Potato 1 cup Fresh Orange 2 each 1/2 pint 1/2 pint	Chicken Patty Buns 1 each Country Gravy 2 oz Seasoned Collard 1/2 cup Greens 1 cup Mustard PC 1 cup Unsweetened Applesauce 1 cup 1/2 pint 1/2 pint
Dinner Brown Gravy 3 8 oz Buttered Rice 1 cup Seasonal Green 1/2 cup Beans 1/40 cut 1 oz 1/40 cut 8 8 oz 1/2 pint	Meatloaf 1 each 3 8 oz 1 cup 1/2 cup 2 slices 1 oz 1/40 cut 8 8 oz 1/2 pint	Meatloaf 1 each 3 8 oz 1 cup 1/2 cup 2 slices 1 oz 1/40 cut 8 8 oz 1/2 pint	Meatloaf 1 each 3 8 oz 1 cup 1/2 cup 2 slices 1 oz 1/40 cut 8 8 oz 1/2 pint	Meatloaf 1 each 3 8 oz 1 cup 1/2 cup 2 slices 1 oz 1/40 cut 8 8 oz 1/2 pint	Meatloaf 1 each 3 8 oz 1 cup 1/2 cup 2 slices 1 oz 1/40 cut 8 8 oz 1/2 pint	Meatloaf 1 each 3 8 oz 1 cup 1/2 cup 2 slices 1 oz 1/40 cut 8 8 oz 1/2 pint
Swedish Cook 1 each 8 8 oz 1/2 pint	Swedish Cook 1 each 8 8 oz 1/2 pint	Swedish Cook 1 each 8 8 oz 1/2 pint	Swedish Cook 1 each 8 8 oz 1/2 pint	Swedish Cook 1 each 8 8 oz 1/2 pint	Swedish Cook 1 each 8 8 oz 1/2 pint	Swedish Cook 1 each 8 8 oz 1/2 pint

etary Consultant

Approval Date

**Exhibit C, Food Service Budget
Fixed Meal Rate**

**Exhibit C, Food Service Budget Continued
FOOD SERVICE BUDGET-FIXED-MEAL RATE**

[To be completed by SFA]

[If SFA does not have a school board approved Budget, please submit a draft]

Galveston County Juvenile Board SFA

School Year 2021 - 2022

Revenues:

Cash Sales:

Student Breakfast Sales	<u>N/A</u>
Student Lunch Sales	<u>N/A</u>
Student Snack Sales	<u>N/A</u>
Student a la carte Sales	<u>N/A</u>
Adult Sales	<u>N/A</u>
Catering Sales	<u>N/A</u>
Interest Income	<u>N/A</u>
Concession Sales	<u>N/A</u>
Vended Meal Sales	<u>N/A</u>
Vending Machine Sales	<u>N/A</u>
 Total Cash	 <u>N/A</u>

State and Federal Reimbursement/Funding

NSLP	<u>32,458.90</u>
SBP	<u>20,369.88</u>
ASCP	<u>0</u>
SSO	<u>0</u>
SFSP	<u>0</u>
State Matching Fund	<u>0</u>
USDA Foods Received	<u>4,667.05</u>
Other Funding	<u>0</u>
 Total Reimbursements	 <u>57,495.83</u>

Total Revenues: = All Cash Sales +
All Reimbursements 57,495.83

Exhibit C, Food Service Budget Continued

Expenses:

Reimbursable Breakfast Meal Rate Fee	<u>38,363.7284</u>
Reimbursable Lunch Meal Rate Fee	<u>38,299.0068</u>
Management Fee	_____
A la Carte Equivalent Meal Rate Fee	<u>0</u>
A la Carte management Meal Rate Fee	<u>0</u>
SFA Direct Expense	_____

Total Expenses 130,361.7376

USDA-donated Foods USDA-donated Foods Used (SFA may call TDA for amount 4,667.05
Commodity Division for annual Usage amount for the SFA)

USDA-donated Foods Delivery 300.00
USDA-donated Foods Processing 0

Surplus / Subsidy =

Total Revenues – Total Expenses 72,865.91

FSMC Guaranteed Return N/A
FSMC Guaranteed Break Even 0.00
FSMC Guaranteed Subsidy N/A

SFA Employee responsible for submission of this budget data:

Name: Dink T. Watson – Deputy Director Detention
Telephone: 409-770-5935

FSMC Employee responsible for submission for this budget data:

Name: _____
Telephone: _____

Exhibit D

LIST OF CHARTS AND OTHER ATTACHMENTS
 [SFA shall provide to all vendors with RFP/Contract.]

Chart 1: Enrollment Chart (By Campus)

Chart 2: Designation of Program Expenses

DESIGNATION OF PROGRAM EXPENSES

The SFA has deemed the following Program Expense schedule to be a necessary part of this bid specification as an indicator of who will bear ultimate responsibility for the cost. Costs that are not provided for under the standard contract terms and conditions, but are necessary for the effective on-site operation of the food service program and are directly incurred for the SFA's operation, must be assigned by the SFA and included in the RFP. The column selected by the SFA for each expense represents whether the SFA or FSMC is ULTIMATELY responsible for that cost.

DESCRIPTION	FSMC	SFA	N/A*
FOOD:			
Food Purchases	X	N/A	
USDA-donated Foods Processing Charges	N/A	N/A	
Processing and Payment of Invoices	X	N/A	
LABOR:	X		
FSMC EMPLOYEES:	X		
Salaries/Wages	X		
Fringe Benefits and Insurance	X		
Retirement	X		
Payroll Taxes	X		
Workers' Compensation	X		
Unemployment Compensation	X		
SFA EMPLOYEES:	X		
Salaries/Wages	X		
Fringe Benefits and Insurance	X		
Retirement	X		
Payroll Taxes	X		
Workers' Compensation	X		
Unemployment Compensation	X		

*Not Applicable

Exhibit D Continued

The items listed below with two asterisks (**) are Direct Cost items that may or may not apply to the SFA. At local discretion, based upon actual practice and need, the SFA should assign cost responsibility for those items applicable to its operation or designate them as not applicable.

DESCRIPTION	FSMC	SFA	N/A*
OTHER EXPENSES:			
**Paper/Disposable Supplies	X		
Cleaning/Janitorial Supplies	X		
**Tickets/Tokens			X
China/Silverware/Glassware:	X		
Initial Inventory	X		
Replacement during Operation		X	
Telephone:		X	
Local		X	
Long Distance		X	
Uniforms	X		
**Linens	X		
Laundry	X		
Trash Removal:	X		
From Kitchen	X		
From Dining Area	X		
From Premises		X	
Pest Control		X	
Equipment Replacement:		X	
Nonexpendable		X	
Expendable		X	
Equipment Repair		X	
**Car/Truck Rental (Include Explanation in RFP)			X
**Vehicle Maintenance			X
**Courier Service (i.e., Bank Deposits, School Deliveries)			X
**Storage Costs:			X
Food			X
Supplies			X
**Office Supplies	X		
**Printing	X		
**Promotional Materials			X

Exhibit D Continued

Cleaning responsibilities are listed below:

Food Preparation Areas (Include Equipment)	X		
Serving Areas	X		
Kitchen Areas	X		
Dining Room Floors	X		
Periodic Waxing and Buffing of Dining Room Floors	X		
Restrooms for Food Service Employees		X	
Grease Traps		X	
Daily Routine Cleaning of Dining Room Tables and Chairs	X		
Thorough Cleaning of Dining Room Tables and Chairs	X		
Cafeteria Walls	X		
Kitchen Walls	X		
Light Fixtures	X		
Windows	X		
Window Coverings	X		
Hoods	X	X	
Grease Filters		X	
Duct Work		X	
Exhaust Fans		X	
Other: (List Below)			X
			X
			X

*Not Applicable

Chart 3: Projected Enrollment Chart (By Campus) – Projected new campuses and dates of the anticipated opening must be included

Chart 4: Staffing Chart (Identifying whether each position is SFA or FSMC personnel):
 A - Cafeteria Staffing (Elementary) B - Cafeteria Staffing (Secondary)

Chart 5: Participation Data for free, reduced-price and paid meals Chart

Chart 6: Chart stating Campus Serving Times

Chart 7: Chart stating Meal Prices and Costs per Meal

Chart 8: Chart/copies of Reimbursement Claims for Current and Prior School Years

Chart 9: Chart identifying: (1) each FSMC position that will be shared with other SFAs; (2) the SFAs with whom FSMC employees will be shared; and (3) the percentage of time FSMC employee will work at each SFA.

Chart 10: School Calendar for 2021-2022. If SFA does not have an approved school calendar, please submit the projected school calendar with the RFP.

Exhibit D
Chart 1
Enrollment Charts

<u>Staff</u>	<u>Attendance – 10.30.2020</u>	<u>Free</u>	<u>Reduced</u>	<u>Paid</u>
Detention	9	XX		
TLC – LEVEL 5	7	XX		
TLC – LEVEL 4	2	XX		
JJAEP	4	XX		XX

See attached.

STUDENT	GR	PROG	STATUS	ENTRY	EXIT	HOME DIST	CAMPUS	10/26/20	10/27/20	10/28/20	10/29/20	10/30/20	PEIMS DIST
THESE STUDENTS ARE CURRENTLY ENROLLED IN DISD DET SCHOOL													
Adams, Wyatt A.	6*	DET	RES	10/02/20	10/30/20	DISD	LMS	P	P	P	P	W	DISD
Aguilar, Jesus E.	9*	DET	RES	08/24/20		DISD	DHS	P	P	P	P	P	DISD
Arlmore, RoShard	11*	DET	RES	09/16/20		DISD	DHS/TLC 5	P	P	P	P	P	DISD
Baltazar, Luis F.	9	DET	RES	10/22/20	10/26/20	TCISD	TCHS	W					DISD
Curry, Adrien T.	9*	DET	RES	10/20/20		GISD	CMS/not enrolled	P	P	P	P	P	DISD
Hills, Essence I.	7	DET	RES	10/15/20	10/29/20	PlaquemineParishSB*	BelleChasseMS	P	P	P	W		DISD
Holmes, Ivory L.	9	DET	RES	10/15/20	10/29/20	CollegiateAcademies	LivingstonCollegiate	P	P	P	W		DISD
James, Chensah W.	7*	DET	RES	10/09/20		TCISD	BMS	P	P	P	P	P	DISD
James, Mykala E.	8	DET	RES	10/15/20	10/29/20	PlaquemineParishSB*	BelleChasseMS	P	P	P	W		DISD
Kirkwood, Keshawn E.	8	DET	RES	08/24/20		TCISD	LHMS	P	P	P	P	P	DISD
Lemelle, Harmony M.	9*	DET	RES	10/15/20	10/29/20	GISD	BHS	P	P	P	W		DISD
Penick, Matthew J.	5*	DET	RES	10/12/20	10/30/20	DISD	BMS	P	P	P	P	W	DISD
Quick, Shyla K.	8*	DET	RES	10/12/20		GISD	CMS/not enrolled	P	P	P	P	P	DISD
Robbins, TRek E.	11	DET	RES	10/15/20		GISD	BHS	P	P	P	P	P	DISD
Shorty, Tyron T.	9	DET	RES	10/15/20		CollegiateAcademies	LivingstonCollegiate	P	P	P	P	P	DISD
Shumate, Benjamin L.	10*	DET	RES	09/01/20		GISD	BHS	P	P	P	P	P	DISD

An asterisk beside grade level indicates the grade has been verified. Students not attending their home campus/district will be listed with their campus of attendance.

Indicates a correction has been made.

Please report any corrections that need to be made to M. Vickers.

Wendy Chide, Principal, Alternative Education Programs/N. Arredondo, Secretary, PH 281 229 6300, FAX 281 229 6351

LEGEND

P - Present in class

E - entry date

R - re-entry date

SC - Status Change

Report prepared by Melissa Vickers,
Educational Records Office

Ph 409 770 5947 FAX 409 770 5943

*Plaquemine Parish School Board

THE FOLLOWING STUDENTS ATTEND THE TLC DAY PROGRAM. PEIMS DATA MUST BE MAINTAINED BY THE ACTUAL DISTRICT OF RESIDENCE.

HOME DISTRICTS - Please check grade levels, campus info, etc. Please, report corrections to Melissa Vickers by e-mail, phone or fax

STUDENT	GRADE	PROG	STATUS	ENTRY	EXIT	PEIMS DIST	CAMPUS	10/26/20	10/27/20	10/28/20	10/29/20	10/30/20
Ballazar, Luis F.	9	TLC	TCISD-non res	10/26/20	10/22/20	TCISD	TCHS	R	P	P	P	P
Reyes, Erik R.	10*	TLC	DISD-non res	10/20/20		DISD	DHS	P	P	P	P	P

*Asterisks by grade levels indicate a confirmed grade level

WITHDRAWALS WD DATE DISPOSITION WITHDRAWALS WD DATE DISPOSITION

DICKINSON ISD STUDENTS

STUDENT	GRADE	PROG	STATUS	ENTRY	EXIT	PEIMS DIST	CAMPUS	10/26/20	10/27/20	10/28/20	10/29/20	10/30/20
Gilpin, Dilton V.	9	TLC	DISD-res	09/04/20		DISD	TLC-5	P	P	P	P	P
King, Derrell C.	9*	TLC	DISD-res	08/24/20		DISD	TLC-5	P	P	P	P	P
Pickney, Rodjan D.	9*	TLC	DISD-res	08/24/20		DISD	TLC-5	P	P	P	P	P
Rodriguez, Jonathan B.	9*	TLC	DISD-res	08/24/20		DISD	TLC-5	P	P	P	P	P
Rojas, Terry R.	8*	TLC	DISD-res	08/24/20	10/26/20	DISD	TLC-5	W				
Smither, Kellen T.	9*	TLC	DISD-res	08/24/20		DISD	TLC-5	P	P	P	P	P
Soliz, Fernando L.	9*	TLC	DISD-res	10/13/20		DISD	TLC-5	P	P	P	P	P
Vela, Angel M.	9*	TLC	DISD-res	08/24/20		DISD	TLC-5	P	P	P	P	P

*Asterisks by grade levels indicate a confirmed grade level

WITHDRAWALS WD DATE DISPOSITION
Rojas, Terry 10/26/20 Completed assignment

Esmond Juvenile Justice Center Alternative Programs are administered by Dickinson ISD.
Wendy Chide, Principal, Alternative Education Programs Ph 261 229-6300
Noemi Arredondo, Secretary to Principal PH 261 229 6310 Fax 261 229-6351
Report prepared by Melissa Vickers, Ed Records Sec. PH 409 770 5947 FAX 409 770 5943

STUDENT	Grade	Prog.	Status	Entry	Exit	Home Dist.	CAMPUS	10/26/20	10/27/20	10/28/20	10/29/20	10/30/20
Cabezas Herrera, Steven	12*	JJAEP	EX/M	08/24/20	10/26/20	GISD	BHS/DAEP	W				
Cerrato Aleman, Henry J.	8*	JJAEP	EX/M	08/24/20		DISD	MJHS	P	P	P	P	P
Cortez, Leonel J.	9*	JJAEP	EX/M	08/24/20	10/29/20	DISD	DHS	U	U	U	W	
Dailey, Jacob N.	11*	JJAEP	EX/M	10/07/20		CCISD	CBHS	U	U	U	U	U
Darnell, Cody D.	9*	JJAEP	EX/M	10/29/20		SFISD	SFHS				R	P
Mendoza Jr., Julio	11*	JJAEP	EX/M	09/24/20		CCISD	CFHS	P	P	P	P	P
Ramirez, Diego P.	9*	JJAEP	EX/M	08/24/20		TCISD	TCHS	P	P	P	P	P

* an asterisk at grade level indicates confirmation has been received from student's home district.

HOME DISTRICTS - Please check grade levels, campus info, etc. Please report corrections to Melissa Vickers

**RP = Remote Present

WITHDRAWALS	DIST.	CAMPUS	W/D DATE	DISPOSITION
Cabezas Herrera, Steven	GISD	BHS	10/26/20	District rescinded remainder of expulsion
Cortez, Leonel	DISD	DHS	10/29/20	District rescinded remainder of expulsion

Esmond Juvenile Justice Center Alternative Education Programs are administered by Dickinson I.S.D.
 Wendy Chide, Principal, Alternative Education Programs / Noemi Arredondo, Secretary to the Principal. PH 281 229 6300 FAX 281 229 6350
 Report prepared by Melissa Vickers, Education Records Dept. PH 409 770 5947 FAX 409 770 5943
 mvickers@dickinsonisd.org

TSDS PEIMS STUDENT INDICATOR REPORT BY GRADE
Campus level Data | Student Type: All
Campuses: 010 015 012
2020 - 2021 Fall Collection, First Submission

Texas Education Agency
PDM1 120-012
v211.3
*** CONFIDENTIAL ***
LEA: 084901 - DICKINSON ISD
Campus: 0849010 - GALVESTON CO JJAEP

Grade: 07

Student Name	Unique ID	Local ID	Student ID	Gen	Sex	Ethnicity	Date of Birth	ADA	Economically Disadvantaged	Title I	Migrant	Immigrant	LEP	Bilingual	ESL	All Lang	Special Education	IEP Continued	Home Language	Student Language	Parental Permission	Gifted & Talented	At Risk	Homeless	Unaccompanied Youth	Dyslexia	Intervention Strategy	Section 504	Adult Prev Attend
JAMES, CHERISH WINDSONG	2524934519	119137	XXXXXX5397	F	W		02/21/2007	1	00	0	0	0	0	0	0	00	0	0	98	98		0	1	0	0	0	0	0	0

Student Indicator Totals for Grade 07

ADA	Eco Dis	Ttl	Mig	Imm	LEP	Bil	ESL	All Lang	Sp Ed	IEP Cont	Home Lang	Student Lang	Per Perm	GT	ARL	Home	Unacc Youth	Dysl	Intervention Strategy	Section 504	Adult Prev Attend							
1	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0

Total Students for Grade 07: 1

TSDS PEIMS STUDENT INDICATOR REPORT BY GRADE

Campus Level Data | Student Type: ALL
Campuses: 010 011 012

2020 - 2021 Fall Collection, First Submission

Student Name	Unique ID	Local ID	Student ID	Grade	Gender	Ethnicity	Date of Birth	ADA	Economically Disadvantaged	Title I	Migrant	Immigrant	LEP	Bilingual	ESL	All Lang	Special Education	IEP Continues	Home Language	Student Language	Parental Permission	Gifted & Talented	At Risk	Homeless	Unaccompanied Youth	Dyslexia	Intervention Strategy	Section 504	Adult Prev Attend
CERRATO ALEMAN, HENRY JOSE	6767694673	113987	XXXXX5023	M	M	H	07/12/2007	4	01	0	0	0	1	0	3	00	0	0	01	01	K	0	1	0	0	0	0	0	0
KIRKWOOD, KESHAWN EDWARD LEE	9935816137	115480	XXXXX7643	M	M	B	12/01/2006	1	00	0	0	0	0	0	0	00	0	0	98	98		0	1	0	0	0	0	0	0
QUICK, SHYLA KATHLEEN	1519756674	119146	XXXXX7188	F	F	W	12/19/2006	1	00	0	0	0	0	0	0	00	0	0	98	98		0	1	0	0	0	0	0	0

Student Indicator Totals for Grade 08

ADA	Eco Dis	Tu I	Mig	Imm	LEP	Bl	ESL	All Lang	Sp Ed	IEP Cont	Home Lang	Student Lang	Par Perm	GT	AI Rk	Home less	Unacc Youth	Dysl	Intervention Strategy	Section 504	Adult Prev Attend
2	1	0	0	0	0	1	0	0	0	0	3	3	1	0	3	0	0	0	0	0	0

Total Students for Grade 08 3

TSDS PEIMS STUDENT INDICATOR REPORT BY GRADE
 Campus Level Data | Student Type ALL

Compass: 010.041.012
 2020 - 2021 Fall Collection, First Submission

Grade: 09

Student Name	Unique ID	Local ID	Student ID	Gen	Sex	Ethnicity	Date of Birth	ADA	Economically Disadvantaged	Title I	Migrant	Immigrant	LEP	Bilingual	ESL	All Lang	Special Education	IEP Controversy	Home Language	Student Language	Parental Permission	Gifted & Talented	At Risk	Homeless	Unaccompanied Youth	Dyslexia	Intervention Strategy	Section 504	Adult Prev Attend	
AGUILAR, JESUS EDUARDO	4422593498	109777	XXXXX6912	M	H	06/27/2005	1	01	0	0	0	0	0	0	0	0	0	0	98	98	0	0	1	0	0	0	0	0	0	
CURRY, ADRIEN TRAVON	8632782588	119688	XXXXX1232	M	B	09/09/2004	1	00	0	0	0	0	0	0	0	0	0	0	98	98	0	0	1	0	0	0	0	0	0	0
GILPIN, DILLAN VAUGHN	3177122512	114841	XXXXX2168	M	W	07/28/2006	1	01	0	0	0	0	0	0	0	0	1	00	98	98	0	0	1	0	0	0	0	0	0	0
KING, DERELL CHARLES	9594986867	114531	XXXXX9507	M	B	10/08/2005	1	00	0	0	0	0	0	0	0	0	1	00	98	98	0	0	1	0	0	0	0	0	0	0
PICKNEY, RODIAN DEWAYNE	6876193322	117375	XXXXX5888	M	B	05/25/2004	1	00	0	0	0	0	0	0	0	0	0	0	98	98	0	0	1	0	0	0	0	0	0	0
RODRIGUEZ, JOHNATHAN BLAKE	9738686326	117030	XXXXX6958	M	H	04/28/2004	1	01	0	0	0	0	0	0	0	0	0	0	98	98	0	0	1	0	0	1	0	0	0	0
SHORTY, TYRON TYVIN	6331288341	119168	XXXXX5358	M	B	04/22/2006	4	00	0	0	0	0	0	0	0	0	0	0	98	98	0	0	1	0	0	0	0	0	0	0
SMITHER, KELLEN TROMAINE	8696589726	117376	XXXXX3804	M	B	02/19/2005	1	00	0	0	0	0	0	0	0	0	0	0	98	98	0	0	1	0	0	0	0	0	0	0
SOLIZ, FERNANDO LEAUNDRE	7956588774	117243	XXXXX0898	M	H	09/30/2004	1	00	0	0	0	0	0	0	0	0	0	0	98	98	0	0	1	0	0	0	0	0	0	0
VELA, ANGEL MANUEL	1764735765	115446	XXXXX2425	M	H	04/21/2004	1	00	0	0	0	0	0	0	0	0	0	0	98	98	0	0	1	0	0	0	0	0	0	0

Student Indicator Totals for Grade 09

ADA	Eco Dis	Title I	Mig	Imm	LEP	Bil	ESL	All Lang	Sp Ed	IEP Cont	Home Lang	Student Lang	Par Perm	GT	At Risk	Homeless	Unacc Youth	Dysl	Intervention Strategy	Section 504	Adult Prev Attend
10	3	0	0	0	0	0	0	0	2	0	10	10	0	0	10	0	0	0	1	0	0

Total Students for Grade 09

TSDS PEIMS STUDENT INDICATOR REPORT BY GRADE

Campus Level Data / Student Type ALL

Campuses: 010, 011, 012

2020 - 2021 Fall Collection, First Submission

Texas Education Agency
PDM11-120-012
v21.1.3
*** CONFIDENTIAL ***
LEA: 084901 - DICKINSON ISD
Campus: 084901010 - GALVESTON CO J J A E P

Grade: 10

Student Name	Unique ID	Local ID	Student ID	Sex	Birth	ADA	Economically Disadvantaged	Title I	Migrant	LEP	Bilingual	ESL	All Lang	Special Education	IEP Continuer	Home Language	Student Language	Parental Permission	Gifted & Talented	At Risk	Homeless	Unaccompanied Youth	Dyslexia	Intervention Strategy	Section 504	Adult Prev Attend
SHUMATE, BENJAMIN LEE	9412951248	110945	XXXXX6017	M	02/28/2003	1	00	0	0	0	0	0	00	0	0	99	99		0	1	0	0	0	0	0	0

Student Indicator Totals for Grade 10:

ADA	Eco Dis	Title I	Mig	Imm	LEP	Bk	ESL	Alt Lang	Sp Ed	IEP Cont	Home Lang	Student Lang	Par Perm	GT	AI RN	Home Less	Unacc Youth	Dysl	Intervention Strategy	Section 504	Adult Prev Attend
1	0	0	0	0	0	0	0	0	0	0	1	1	0	0	1	0	0	0	0	0	0

Total Students for Grade 10: 1

TSDS PEIMS STUDENT INDICATOR REPORT BY GRADE

Campus-level Data | Student Type All
Campuses: 010, 011, 012

2020 - 2021 Fall Collection, First Submission

Student Name	Unique ID	Local ID	Student ID	Gen	Sex	Ethnicity	Date of Birth	SDS	Nontraditionally Disadvantaged	Migrant	Immigrant	LEP	Bilingual	ESL	All Lang	Special Education	IEP Continuer	Home Language	Student Language	Parental Permission	Gifted & Talented	At Risk	Homeless	Unaccompanied Youth	Oxylexis	Intervention Strategy	Section 504	Adult Prev Attend
ARTMORE, ROSSARD DEWAYNE	9721752258	110150	XXXXX4219	M	B	03/26/2004	1	01	0	0	0	0	0	0	00	1		98	98		0	1	0	0	0	0	0	0
ROBBINS, TIREK EMMON	6536659219	117366	XXXXX1257	M	B	01/13/2004	1	00	0	0	0	0	0	0	00	0		98	98		0	1	0	0	0	0	0	0

Student Indicator Totals for Grade 11

ADA	Eco Dis	TII 1	Mig	Inm	LEP	Blk	ESL	All Lang	Sp Ed	IEP Cont	Home Lang	Student Lang	Par Perm	GT	At Risk	Homeless	Unaccc Youth	Dysl	Intervention Strategy	Section 504	Adult Prev Attend	
2	1	0	0	0	0	0	0	0	1	0	2	2	0	0	2	2	0	0	0	0	0	0

Total Students for Grade 11 2

TSDS PEIMS STUDENT INDICATOR REPORT BY GRADE

Texas Education Agency
 PD01-120-012
 v2113
 *** CONFIDENTIAL ***
 LEA: 084901 - DICKINSON ISD
 Campus: 084901010 - GALVESTON CO J J A E P

Campus(es): 010, 011, 012
 2020 - 2021 Fall Collection First Submission

Student Indicator Totals for LEA																						
ADA	Eco Dis	Ttl I	Miq	Inm	LEP	BI	ESL	Alt Lang	Sp Ed	IEP Cont	Home Lang	Success Lang	Per Perm	GT	AI/RI	Home less	Unacc Youth	Dyrt	Intervention Strategy	Section 504	Adult Prev Attend	
17	5	0	0	0	1	0	1	0	3	0	17	17	1	0	17	0	0	0	0	1	0	0

17

Total Students for LEA:

TSDS PEIMS STUDENT INDICATOR REPORT BY GRADE
Campus-level Data | Student Type: All
Campuses: D10 011 012
2020 - 2021 Fall Collection, First Submission

Texas Education Agency
PDM1-120-012
v21.13
... CONFIDENTIAL ...
LEA: 084901 - DICKINSON ISD
Campus: 084901011 - TRANSFORMING LIVES COOPERATIVE (TLC)

Grade: 07

Student Name	Unique ID	Local ID	Student ID	Gen	Sex	Ethnicity	Date of Birth	ADA	Economically Disadvantaged	Title I	Migrant	Immigrant	LFP	Bilingual	ESL	Alt Lang	Special Education	IEP Continuer	Home Language	Student Language	Parental Permission	Gifted & Talented	At Risk	Homeless	Unaccompanied Youth	Oystexia	Intervention Strategy	Section 504	Adult Prev Attend
JAMES, CHERISH WINDSONG	2524934518	119137	XXXXX5397	F	F	W	02/21/2007	1	00	0	0	0	0	0	0	00	0	0	98	98	0	0	1	0	0	0	0	0	0

Student Indicator Totals for Grade 07

ADA	Eco Dis	Tit I	Mig	Inm	LEP	Bl	ESL	Alt Lang	Sp Ed	IEP Cont	Home Lang	Student Lang	Par Perm	GT	AIPL	Home lang	Unacc Youth	Dysl	Intervention Strategy	Section 504	Adult Prev Attend								
1	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0

Total Students for Grade 07: 1

TSDS PEIMS STUDENT INDICATOR REPORT BY GRADE
 Campus-level Data (Student Type: ALL)
 Canvas: 080, 011, 042
 2020 - 2021 Fall Collection, First Submission

Grade: 08

Student Name	Unique ID	Local ID	Student ID	Sex	Enlity	Date of Birth	ADA	Economically Disadvantaged	Titles	Migrant	Immigrant	LEP	Bilingual	ESL	Art Lang	Special Education	IEP Continuer	Home Language	Student Language	Parental Permission	Gifted & Talented	At Risk	Homeless	Unaccompanied Youth	Dyslexia	Intervention Strategy	Section 504	Adult Prev Attend
CERRATO ALEMAN, HENRY JOSE	6767694673	113987	XXXXX5023	M	H	07/12/2007	4	0	0	0	1	0	3	00	0	0	0	01	01	K	0	1	0	0	0	0	0	0
KIRKWOOD, KESHAWN EDWARD LEE	9936816137	115480	XXXXX7643	M	B	12/01/2005	1	00	0	0	0	0	0	00	0	0	0	98	98		0	1	0	0	0	0	0	0
QUICK, SHYLA KATHLEEN	1519756674	119146	XXXXX7168	F	W	12/19/2006	1	00	0	0	0	0	0	00	0	0	0	98	98		0	1	0	0	0	0	0	0

Student Indicator Totals for Grade 08

ADA	Eco Dis	TR 1	IEP	ESL	Art Lang	GT	IEP Cont	Home Lang	Student Lang	Par Perm	GT	AI/Rk	Home Ris	Unacc Youth	Dysl	Intervention Strategy	Section 504	Adult Prev Attend
3	1	0	0	0	1	0	0	0	3	1	0	0	3	0	0	0	0	0

Total Students for Grade 08: 3

TSDS PEIMS STUDENT INDICATOR REPORT BY GRADE
 Comparison Data | Student Type: ALL
 Grades: 010, 011, 012
 2020 - 2021 Fall Collection, First Submission

Grade: 09

Student Name	Unique ID	Local ID	Student ID	Sex	Enroll	Date of Birth	ADA	Economically Disadvantaged	Talent	Migrant	Immigrant	LEP	Bilingual	ESL	All Lang	Special Education	IEP	Home Language	Student Language	Homeless	At Risk	Unaccompanied Youth	Dyslexia	Intervention Strategy	Section 504	Adult Prev Attend
AGUILAR, JESUS EDUARDO	4422593498	109777	XXXX6912	M	H	06/27/2005	1	01	0	0	0	0	0	0	00	0	0	98	98	0	1	0	0	0	0	0
CURRY, ADRIEN TRAYON	863782568	119068	XXXX1232	M	B	09/08/2004	1	00	0	0	0	0	0	0	00	0	0	98	98	0	1	0	0	0	0	0
GILPIN, DILLAN VAUGHN	3177122512	114841	XXXX2168	M	W	07/28/2006	1	01	0	0	0	0	0	0	00	1	0	98	98	0	1	0	0	0	0	0
KING, DERELL CHARLES	959498687	114531	XXXX9507	M	B	10/08/2005	1	00	0	0	0	0	0	0	00	1	0	98	98	0	1	0	0	0	0	0
PICKNEY, RODIAN DEWAYNE	6876193322	117375	XXXX5808	M	B	05/25/2004	1	00	0	0	0	0	0	0	00	0	0	98	98	0	1	0	0	0	0	0
RODRIGUEZ, JOHNATHAN BLAKE	9736686326	117030	XXXX6958	M	H	04/28/2004	1	01	0	0	0	0	0	0	00	0	0	98	98	0	1	0	1	0	0	0
SHORTY, TYRON TYVIN	6331288341	119168	XXXX5358	M	B	04/22/2006	4	00	0	0	0	0	0	0	00	0	0	98	98	0	1	0	0	0	0	0
SMITHER, KELLEN TROMAINE	8696589726	117376	XXXX3804	M	B	02/19/2005	1	00	0	0	0	0	0	0	00	0	0	98	98	0	1	0	0	0	0	0
SOLIZ, FERNANDO LEAUNDE	7958588774	117243	XXXX0898	M	H	09/09/2004	1	00	0	0	0	0	0	0	00	0	0	98	98	0	1	0	0	0	0	0
VELA, ANGEL MANUEL	1764735765	115446	XXXX2425	M	H	04/21/2004	1	00	0	0	0	0	0	0	00	0	0	98	98	0	1	0	0	0	0	0

ADA	Eco Dis	Tu 1	Mig	Imm	LEP	Bu	ESL	All Lang	Sp Ed	IEP Cont	Home Lang	Student Lang	Par Perm	GT	AIRK	Home less	Unacc Youth	Dysl	Intervention Strategy	Section 504	Adult Prev Attend	
10	3	0	0	0	0	0	0	0	2	0	10	10	0	0	10	0	0	0	0	1	0	0

Student Indicator Totals for Grade 09

Total Students for Grade 09 10

TSDS PEIMS STUDENT INDICATOR REPORT BY GRADE

Campus-level Data | Student Type: All

Campus: 010-011-012

2020 - 2021 Fall Collection, First Submission

Student Name	Unique ID	Local ID	Student ID	Sex	Birth	Date of Birth	ED	Economically Disadvantaged	Hispanic	Migrant	Immigrant	LEP	Bilingual	ESL	All Lang	Special Education	IEP Continuer	Home Language	Student Language	Home Language	AI/RK	Unacc Youth	Dysfl	Intervention Strategy	Section 504	Adult Prev Attend
SHUMATE, BENJAMIN LEE	9412951248	110945	XXXXX8017	M	W	02/28/2003	1	00	0	0	0	0	0	0	00	0		98	98						0	0

Student Indicator Totals for Grade 10

ADA	Eco Dis	Tot 1	Mig	Imm	LEP	BI	ESL	Alt Lang	Sp Ed	IEP Cont	Home Lang	Student Lang	Par Perm	GT	AI/RK	Home Lang	Unacc Youth	Dysfl	Intervention Strategy	Section 504	Adult Prev Attend				
1	0	0	0	0	0	0	0	0	0	0	1	1	0	0	1	1	0	0	0	0	0	0	0	0	0

Total Students for Grade 10

1

TSDS PEIMS STUDENT INDICATOR REPORT BY GRADE

Campus: 010 011 012
 2020 - 2021 Fall Collection, First Submission

Grade: 11

Student Name	Unique ID	Local ID	Student ID	Sex	Enlity	Date of Birth	ADA	Economically Disadvantaged	Tribal	Migrant	Immigrant	LEP	Bilingual	ESL	All Lang	Special Education	IEP Continuer	Home Language	Student Language	Parental Permission	Gifted & Talented	At Risk	Homeless	Unaccompanied Youth	Dyslexia	Intervention Strategy	Section 504	Adult Prev Attend
ARTMORE, RO SHARD DEWAYNE	9721752258	110150	XXXXX4219	M	B	03/26/2004	1	01	0	0	0	0	0	0	00	1		98	98		0	1	0	0	0	0	0	0
ROBBINS, TITREK E'MON	6536859219	117366	XXXXX1257	M	B	01/13/2004	1	00	0	0	0	0	0	0	00	0		98	98		0	1	0	0	0	0	0	0

Student Indicator Totals for Grade 11

ADA	Eco Dis	Trib	Mig	Imm	LEP	ESL	All Lang	Sp Ed	IEP Cont	Home Lang	Student Lang	Par Perm	GT	At Risk	Homeless	Unacc Youth	Dysl	Intervention Strategy	Section 504	Adult Prev Attend
2	1	0	0	0	0	0	0	1	0	2	2	0	0	2	0	0	0	0	0	0

Total Students for Grade 11

2

TSDS PEIMS STUDENT INDICATOR REPORT BY GRADE

Campus-Level Data / Student Type: ALL
Campuses: 010, 011, 012

2020 - 2021 Fall Collection, First Submission

Texas Education Agency
PDM# 120-012
v21.1.3
*** CONFIDENTIAL ***
LEA: 084901 - DICKINSON ISD
Campus: 084901011 - TRANSFORMING LIVES COOPERATIVE (TLC)

Student Indicator Totals for LEA

ADA	E-60 Dis	TU 1	Mig	Inm	LEP	Blk	ESL	All Lang	Sip Et	IEP Cont	Home Lang	Student Lang	Par Perm	GT	At Rk	Home less	Unacc Youth	Dysl	Intervention Strategy	Section 504	Adult Prev Attend	
17	5	0	0	0	0	1	0	1	0	0	17	17	1	0	0	17	0	0	0	1	0	0

Total Students for LEA: 17

TSDS PEIMS STUDENT INDICATOR REPORT BY GRADE

Campus Level Data / Student Type: ALL
Campuses: 010, 041, 042

2020 - 2021 Fall Collection, First Submission

Texas Education Agency
PDM1-120-012

v211.3

*** CONFIDENTIAL ***

LEA: 084901 - DICKINSON ISD

Campus: 084901012 - GALVESTON CO DETENTION CTR

Grade: 07

Student Name	Unique ID	Local ID	Student ID	Gen	Sex	Ethnicity	Date of Birth	ADA	Disadvantaged	Tutor	Migrant	Immigrant	LEP	Bilingual	ESL	All Lang	Special Education	IEP Continuer	Home Language	Student Language	Parental Permission	Gifted & Talented	At Risk	Homeless	Unaccompanied Youth	Dyslexia	Intervention Strategy	Section 504	Adult Prev Attend
JAMES, CHERISH WINDSONG	2524934519	119137	XXXXX5297	F	F	W	02/21/2007	1	00	0	0	0	0	0	0	00	0	0	98	98	0	0	1	0	0	0	0	0	0

Student Indicator Totals for Grade 07

ADA	Eco Dis	Tu 1	Mig	Imm	LEP	EA	ESL	Alt Lang	Sp Ed	IEP Cont	Home Lang	Student Lang	Pr Plan	GT	At Risk	Homeless	Unacc Youth	Dysl	Intervention Strategy	Section 504	Adult Prev Attend
1	0	0	0	0	0	0	0	0	0	0	1	1	0	0	1	0	0	0	0	0	0

Total Students for Grade 07

1

TSDS PEIMS STUDENT INDICATOR REPORT BY GRADE

Campus Level Data | Student Type: ALL
 Campus: 010 011 012

2020 - 2021 Fall Collection, First Submission

Grade: 08

Student Name	Unique ID	Local ID	Student ID	Gen	Relig	Date of Birth	ADA	Iconographically Disadvantaged	Immigrant	LEP	Bilingual	ESL	All Lang	Special Education	IEP Continues	Home Language	Student Language	Parental Permission	Talented & Gifted	At Risk	Homeless	Unaccompanied Youth	Dyslexia	Intervention Strategy	Section 504	Adult Prev Attend
CERRATO ALEMAN, HENRY JOSE	6767694873	113987	XXXXX5023	M	H	07/12/2007	4	01	0	0	1	0	3	00	0	01	01	K	0	1	0	0	0	0	0	
KIRKWOOD, KESHAWN EDWARD LEE	9936816137	115480	XXXXX7643	M	B	12/01/2005	1	00	0	0	0	0	00	0	0	98	98		0	1	0	0	0	0	0	
QUICK, SHYLA KATHLEEN	1519756674	119146	XXXXX7168	F	W	12/19/2006	1	00	0	0	0	0	00	0	0	98	98		0	1	0	0	0	0	0	

ADA	Eco Dis	TU 1	Mag	Imm	LEP	BI	ESL	AM Lang	Sp Ed	IEP Cost	Home Lang	Home Lang	Student Lang	Par Perm	GT	AI/Rt	Home less	Unacc Youth	Dysl	Intervention Strategy	Section 504	Adult Prev Attend
3	1	0	0	0	0	1	0	0	0	0	3	3	3	1	0	3	0	0	0	0	0	0

Student Indicator Totals for Grade 08
 Total Students for Grade 08: 3

TSDS PEIMS STUDENT INDICATOR REPORT BY GRADE

Campus Level Data | Student Type: ALL

Campus: 064901012

2020 - 2021 Fall Collection, First Submission

Student Name	Unique ID	Local ID	Student ID	Sex	Ethnicity	Date of Birth	ADA	Economically Disadvantaged	Migrant	Immigrant	LEP	Bilingual	ESL	All Lang	Special Education	IEP Continuer	Home Language	Student Language	Parental Permission	Gifted & Talented	At Risk	Homeless	Unaccompanied Youth	Dyslexia	Intervention Strategy	Section 504	Adult Prev Attend
AGUILAR, JESUS EDUARDO	4422593496	109777	XXXXX6912	M	H	06/27/2005	1	01	0	0	0	0	0	0	0	0	98	98	0	0	1	0	0	0	0	0	0
CURRY, ADRIEN TRAVON	8632782588	118068	XXXXX1232	M	B	09/08/2004	1	00	0	0	0	0	0	0	0	0	98	98	0	0	1	0	0	0	0	0	0
GILPIN, DILLAN VAUGHN	3177122512	114841	XXXXX2168	M	W	07/28/2005	1	01	0	0	0	0	0	0	1	0	98	98	0	0	1	0	0	0	0	0	0
KING, DERELL CHARLES	9594986887	114531	XXXXX9507	M	B	10/08/2005	1	00	0	0	0	0	0	0	1	0	98	98	0	0	1	0	0	0	0	0	0
PICKNEY, ROOJIAN DEWAYNE	6876183322	117375	XXXXX5888	M	B	05/25/2004	1	00	0	0	0	0	0	0	0	0	98	98	0	0	1	0	0	0	0	0	0
RODRIGUEZ, JOHNNATHAN BLAKE	9738686326	117030	XXXXX6958	M	H	04/26/2004	1	01	0	0	0	0	0	0	0	0	98	98	0	0	1	0	0	1	0	0	0
SHORTY, TYRON TYVIN	6331288341	119188	XXXXX5358	M	B	04/22/2006	4	00	0	0	0	0	0	0	0	0	98	98	0	0	1	0	0	0	0	0	0
SMITHER, KELLEN TROMAINE	8696589726	117376	XXXXX3804	M	B	02/19/2005	1	00	0	0	0	0	0	0	0	0	98	98	0	0	1	0	0	0	0	0	0
SOLIZ, FERNANDO LEAUNDRE	7956588774	117243	XXXXX0898	M	H	09/30/2004	1	00	0	0	0	0	0	0	0	0	98	98	0	0	1	0	0	0	0	0	0
VELA, ANGEL MANUEL	1764735765	115445	XXXXX2425	M	H	04/21/2004	1	00	0	0	0	0	0	0	0	0	98	98	0	0	1	0	0	0	0	0	0

Student Indicator Totals for Grade 09

ADA	Eco Dis	Ttl E	Mig	Inm	LEP	Bil	ESL	Alt Lang	Sp Ed	IEP Cont	Home Lang	Student Lang	Par Perm	GI	AI/EL	Home Loss	Unacc Youth	Dysl	Intervention Strategy	Section 504	Adult Prev Attend
10	3	0	0	0	0	0	0	0	2	0	10	10	0	0	10	0	0	0	1	0	0

Total Students for Grade 09: 10

TSDS PEIMS STUDENT INDICATOR REPORT BY GRADE

Campus Host Data / Student Type: ALL

Campuses: 010, 011, 012

2020 - 2021 Fall Collection, First Submission

Student Name	Unique ID	Local ID	Student ID	Gen	Sex	Enroll	Date of Birth	ADA	Economically Disadvantaged	Trill	Migrant	Immigrant	LEP	Bilingual	ESL	All Lang	Special Education	IEP Continuer	Home Language	Student Language	Parental Permission	Gifted & Talented	At Risk	Homeless	Unaccompanied Youth	Dyslexia	Intervention Strategy	Section 504	Adult Prev Attend
SHUMATE, BENJAMIN LEE	9412951248	110945	XXXXX6017	M	W		02/28/2003	1	00	0	0	0	0	0	0	00	0	IEP Continuer	98	98	Parental Permission	0	1	0	0	0	0	0	0

Student Indicator Totals for Grade 10:

ADA	Eco Dis	TU 1	IEP Cont	Home Lang	Student Lang	Par Perm	GT	AI Risk	Homeless	Unacc Youth	Dysl	Intervention Strategy	Section 504	Adult Prev Attend
1	0	0	0	1	1	0	0	1	0	0	0	0	0	0

Total Students for Grade 10: 1

TSDS PEIMS STUDENT INDICATOR REPORT BY GRADE

Canvas Level Data | Student Type: ALL

Compass: 010, 011, 012

2020 - 2021 Fall Collection, First Submission

v21.1.3

*** CONFIDENTIAL ***

LEA: 084901 - DICKINSON ISD

Campus: 084901012 - GALVESTON CO DETENTION CTR

Grade: 11

Student Name	Unique ID	Local ID	Student ID	Sex	Enlity	Date of Birth	ADA	Disadvantaged	TWIST	Migrant	Immigrant	LEP	Bilingual	ESL	All Lang	Special Education	IEP Continuer	Home Language	Student Language	Parental Permission	Gifted & Talented	At Risk	Homeless	Unaccompanied Youth	Daycare	Intervention Strategy	Section 504	Adult Prev Attend
ARTIMORE, RO'SHARD DEWAYNE	9721752258	110150	XXXXX4219	M	B	03/25/2004	1	01	0	0	0	0	0	0	00	1		98	98		0	1	0	0	0	0	0	0
ROBBINS, TTREK E'EMON	6536859219	117366	XXXXX1257	M	B	01/13/2004	1	00	0	0	0	0	0	0	00	0		98	98		0	1	0	0	0	0	0	0

Student Indicator Totals for Grade 11

ADA	Eco Dis	TWIST	Mig	Inm	LEP	Bt	ESL	All Lang	Sp Ed	IEP Cost	Home Lang	Student Lang	Par Perm	GT	AI Rk	Home less	Unacc Youth	Dysl	Intervention Strategy	Section 504	Adult Prev Attend
2	1	0	0	0	0	0	0	0	1	0	2	2	0	0	2	0	0	0	0	0	0

Total Students for Grade 11 2

TSDS PEIMS STUDENT INDICATOR REPORT BY GRADE
 Campus Level Data | Student Type: ALL
 Campus: 010-011-012
 2020 - 2021 Fall Collection, First Submission

Student Indicator Totals for LEA

ADA	Eco Dis	TN 1	Mig	Inm	IEP	BJ	ESL	AK Lang	Sp Ed	IEP Cont	Home Lang	Student Lang	PK Perm	GT	AtRk	Homeless	Unacc Youth	Dysl	Intervention Strategy	Section 504	Adult Prev Attend	
17	5	0	0	0	1	0	1	0	3	0	17	17	1	0	17	0	0	0	0	1	0	0

Total Students for LEA: 17

School Food Authority Galveston County Juvenile Board		Program No. TX-1084204		School/Residential Child Care Institution Juvenile Justice Center		Month/Year OCTOBER 2020	
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Date	REGULAR BREAKFAST						LUNCH						SUPPERS						CHILDREN APPROVED FOR*		
	Children			Adults			Children			Adults			Children			Adults			Paid Meals	Reduced Price Meals	Free Meals
	Paid	Reduced Price	Free	Total	Food Serv. Employees	Other	Paid	Reduced Price	Free	Total	Food Serv. Employees	Other	Children	Food Serv. Employees	Other	Children	Food Serv. Employees	Other			
1	5	0	25	30	0	0	0	0	24	29	0	0	1	26	0	2	7	52	52		
2	5	0	25	30	0	3	0	0	25	30	0	4	27	0	3	7	52	52	52		
3	0	0	27	27	0	2	0	0	27	27	0	1	30	0	4	7	52	52	52		
4	0	0	28	28	0	2	0	0	28	28	0	3	31	0	4	7	52	52	52		
5	5	0	29	34	0	1	0	0	29	34	0	0	29	0	1	7	52	52	52		
6	5	0	28	33	0	0	0	0	28	32	0	0	32	0	2	7	52	52	52		
7	7	0	30	37	0	1	0	0	30	37	0	1	32	0	2	7	52	52	52		
8	6	0	29	35	0	1	0	0	29	35	0	1	32	0	3	7	52	52	52		
9	5	0	30	35	0	2	0	0	30	34	0	2	32	0	2	7	52	52	52		
10	0	0	29	29	0	0	0	0	29	29	0	1	32	0	0	7	52	52	52		
11	0	0	29	29	0	0	0	0	29	29	0	2	32	0	1	7	52	52	52		
12	3	0	31	34	0	0	0	0	33	36	0	0	33	0	2	7	52	52	52		
13	4	0	31	35	0	1	0	0	29	33	0	2	31	0	5	7	52	52	52		
14	4	0	29	33	0	1	0	0	29	33	0	3	30	0	3	7	52	52	52		
15	5	0	27	32	0	2	0	0	27	32	0	0	30	0	3	7	52	52	52		
16	4	0	29	33	0	2	0	0	29	33	0	7	31	0	2	7	52	52	52		
17	0	0	26	26	0	0	0	0	26	26	0	0	29	0	0	7	52	52	52		
18	0	0	26	26	0	0	0	0	26	26	0	0	29	0	0	7	52	52	52		
19	5	0	27	32	0	3	0	0	27	32	0	2	28	0	2	7	52	52	52		
20	5	0	26	31	0	2	0	0	26	30	0	2	28	0	5	7	52	52	52		
21	5	0	26	31	0	2	0	0	26	31	0	3	28	0	1	7	52	52	52		
22	4	0	26	30	0	1	0	0	26	30	0	5	27	0	3	7	52	52	52		
23	4	0	25	29	0	2	0	0	24	26	0	6	26	0	2	7	52	52	52		
24	0	0	23	23	0	1	0	0	23	23	0	1	26	0	1	7	52	52	52		
25	0	0	23	23	0	0	0	0	23	23	0	0	25	0	1	7	52	52	52		
26	5	0	22	27	0	0	0	0	22	27	0	1	25	0	1	7	52	52	52		
27	5	0	22	27	0	0	0	0	22	27	0	4	25	0	3	7	52	52	52		
28	5	0	22	27	0	1	0	0	22	27	0	2	21	0	4	7	52	52	52		
29	6	0	18	24	0	2	0	0	18	24	0	4	19	0	2	7	52	52	52		
30	6	0	17	23	0	0	0	0	17	23	0	6	20	0	3	7	52	52	52		
31	0	0	18	18	0	0	0	0	18	18	0	1	21	0	1	7	52	52	52		
Totals	108	0	803	911	0	30	0	0	801	904	0	65	867	0	68	217	0	1612	1612		

7A 103 8A 801 9A 804
8B 803 9B 911
C

DAILY PARTICIPATION WORKSHEET

Texas Department
of Human Resources

Program No
TX-0842004

School/Residential Child Care Institution
Juvenile Justice Center

Month/Year
OCTOBER 2019

School Food Authority
Galveston County Juvenile Board

Date	REGULAR BREAKFAST					LUNCH					SUPPERS					CHILDREN APPROVED FOR*		
	Children			Adults		Children			Adults		Children			Adults		Paid Meals	Reduced Price Meals	Free Meals
	Paid	Reduced Price	Free	Total	Food Serv. Employees	Other	Paid	Reduced Price	Free	Total	Food Serv. Employees	Other	Children	Food Serv. Employees	Other			
1	2	0	33	35	0	0	6	0	36	42	0	4	32	0	0	8		105
2	2	0	37	39	0	1	5	0	37	42	0	1	42	0	0	8		105
3	1	0	41	42	0	0	5	0	46	51	0	2	43	0	0	8		105
4	2	0	43	45	0	4	5	0	45	50	0	11	44	0	0	8		105
5	0	0	36	36	0	1	0	0	36	36	0	1	39	0	0	8		105
6	0	0	36	36	0	3	0	0	36	36	0	1	39	0	0	8		105
7	2	0	39	41	0	1	8	0	41	49	0	4	42	0	0	8		105
8	2	0	41	43	0	2	8	0	42	50	0	1	38	0	0	8		105
9	2	0	36	38	0	1	8	0	39	47	0	2	35	0	0	8		105
10	2	0	35	37	0	0	6	0	39	45	0	0	35	0	0	8		105
11	1	0	34	35	0	2	8	0	34	42	0	3	35	0	0	8		105
12	0	0	30	30	0	0	0	0	30	30	0	0	33	0	0	8		105
13	0	0	30	30	0	1	0	0	30	30	0	2	33	0	0	8		105
14	3	0	32	35	0	1	6	0	33	39	0	5	30	0	0	8		105
15	3	0	30	33	0	1	7	0	32	39	0	1	33	0	0	8		105
16	2	0	34	36	0	0	7	0	36	43	0	3	35	0	0	8		105
17	2	0	36	38	0	0	7	0	38	45	0	0	37	0	0	8		105
18	3	0	39	42	0	2	7	0	41	48	0	9	40	0	0	8		105
19	0	0	34	34	0	0	0	0	34	34	0	0	37	0	0	8		105
20	0	0	34	34	0	1	0	0	34	34	0	0	37	0	0	8		105
21	3	0	34	37	0	3	7	0	37	44	0	5	35	0	0	8		105
22	2	0	34	36	0	0	7	0	36	43	0	1	36	0	0	8		105
23	2	0	35	37	0	1	7	0	37	44	0	3	35	0	0	8		105
24	2	0	34	36	0	0	8	0	38	46	0	1	34	0	0	8		105
25	4	0	34	38	0	1	6	0	37	43	0	2	36	0	0	8		105
26	0	0	36	36	0	1	0	0	36	36	0	1	40	0	0	8		105
27	0	0	37	37	0	1	0	0	37	37	0	2	40	0	0	8		105
28	2	0	38	40	0	1	6	0	42	48	0	7	38	0	0	8		105
29	4	0	36	40	0	0	8	0	41	49	0	4	39	0	0	8		105
30	3	0	38	41	0	2	8	0	41	49	0	3	37	0	0	8		105
31	2	0	37	39	0	0	6	0	37	43	0	1	37	0	0	8		105
Totals	53	0	1103	1156	0	31	156	0	1158	1314	0	82	1149	0	0	248	0	3255

7B 8B 9B 7A 8A 9A

These numbers correspond to item numbers of the National School Lunch Breakfast Program and Afterschool Snack program section on the Claim for Reimbursement (Form 1532).

Exhibit D

Chart 3

Projected Enrollment Charts

<u>Staff</u>	<u>Projected Attendance</u>	<u>Free</u>	<u>Reduced</u>	<u>Paid</u>
Detention	29	XX		
TLC – LEVEL 5	10	XX		
TLC – LEVEL 4	10	XX		
JJAEF	14	XX		XX

School Food Authority		Galveston County Juvenile Board		School/Residential Child Care Institution		Juvenile Justice Center		Month/Year	
Program No.		TX-0842004		Total		004		OCTOBER 2019	

Date	REGULAR BREAKFAST					LUNCH					SUPPERS					CHILDREN APPROVED FOR*		
	Children			Adults		Children			Adults		Children			Adults		Paid Meals	Reduced Price Meals	Free Meals
	Paid	Reduced Price	Free	Total	Food Serv. Employees	Other	Paid	Reduced Price	Free	Total	Food Serv. Employees	Other	Children	Food Serv. Employees	Other			
1	2	0	33	35	0	0	6	0	42	0	4	32	0	0	0	8		105
2	2	0	37	39	0	1	5	0	42	0	1	42	0	0	1	8		105
3	1	0	41	42	0	0	5	0	51	0	2	43	0	0	2	8		105
4	2	0	43	45	0	4	5	0	50	0	11	44	0	0	4	8		105
5	0	0	36	36	0	1	0	0	36	0	1	39	0	0	1	8		105
6	0	0	36	36	0	3	0	0	36	0	1	39	0	0	2	8		105
7	2	0	39	41	0	1	8	0	41	0	4	42	0	0	2	8		105
8	2	0	41	43	0	2	8	0	42	0	1	38	0	0	0	8		105
9	2	0	36	38	0	1	8	0	39	0	2	35	0	0	0	8		105
10	2	0	35	37	0	0	6	0	39	0	0	35	0	0	0	8		105
11	1	0	34	35	0	2	8	0	42	0	3	35	0	0	3	8		105
12	0	0	30	30	0	0	0	0	30	0	2	33	0	0	3	8		105
13	0	0	30	30	0	1	0	0	30	0	2	33	0	0	0	8		105
14	3	0	32	35	0	1	6	0	33	0	5	30	0	0	2	8		105
15	3	0	30	33	0	1	7	0	32	0	1	33	0	0	3	8		105
16	2	0	34	36	0	0	7	0	36	0	3	35	0	0	1	8		105
17	2	0	36	38	0	0	7	0	38	0	0	37	0	0	1	8		105
18	3	0	39	42	0	2	7	0	41	0	9	40	0	0	3	8		105
19	0	0	34	34	0	0	0	0	34	0	0	37	0	0	1	8		105
20	0	0	34	34	0	1	0	0	34	0	0	37	0	0	2	8		105
21	3	0	34	37	0	3	7	0	37	0	5	35	0	0	3	8		105
22	2	0	34	36	0	0	7	0	36	0	1	36	0	0	1	8		105
23	2	0	35	37	0	1	7	0	37	0	3	35	0	0	3	8		105
24	2	0	34	36	0	0	8	0	38	0	1	34	0	0	0	8		105
25	4	0	34	38	0	1	6	0	37	0	2	36	0	0	3	8		105
26	0	0	36	36	0	1	0	0	36	0	1	40	0	0	0	8		105
27	0	0	37	37	0	1	0	0	37	0	2	40	0	0	2	8		105
28	2	0	38	40	0	1	6	0	42	0	7	38	0	0	4	8		105
29	4	0	36	40	0	0	8	0	41	0	4	39	0	0	1	8		105
30	3	0	38	41	0	2	8	0	41	0	3	40	0	0	2	8		105
31	2	0	37	39	0	0	6	0	37	0	1	37	0	0	0	8		105
Totals	53	0	1103	1156	0	31	156	0	1158	0	82	1149	0	0	50	248	0	3255

7B 8B 9B 7A 8A 9A C

These numbers correspond to item numbers of the National School Lunch Breakfast Program and Afterschool Snack program section on the Claim for Reimbursement (Form 1532).

DAILY PARTICIPATION WORKSHEET

Program No. TX-084204
 School/Residential Child Care Institution
 Juvenile Justice Center
 Month/Year
 OCTOBER 2020

Date	REGULAR BREAKFAST						LUNCH						SUPPERS						CHILDREN APPROVED FOR*		
	Children			Adults			Children			Adults			Food Serv. Employees			Other			Paid Meals	Reduced Price Meals	Free Meals
	Paid	Reduced Price	Free	Total	Food Serv. Employees	Other	Food Serv. Employees	Other	Children	Food Serv. Employees	Other	Food Serv. Employees	Other	Children	Food Serv. Employees	Other					
1	5	0	25	30	0	0	0	24	29	0	1	26	0	0	2	7	52				
2	5	0	25	30	0	3	0	25	30	0	4	27	0	0	3	7	52				
3	0	0	27	27	0	2	0	27	27	0	1	30	0	0	4	7	52				
4	0	0	28	28	0	2	0	28	28	0	3	31	0	0	4	7	52				
5	5	0	29	34	0	1	5	29	34	0	0	29	0	0	1	7	52				
6	5	0	28	33	0	0	4	28	32	0	0	32	0	0	2	7	52				
7	7	0	30	37	0	1	7	30	37	0	1	32	0	0	2	7	52				
8	6	0	29	35	0	1	6	29	35	0	1	32	0	0	3	7	52				
9	5	0	30	35	0	2	4	30	34	0	2	32	0	0	2	7	52				
10	0	0	29	29	0	0	0	29	29	0	1	32	0	0	0	7	52				
11	0	0	29	29	0	0	0	29	29	0	2	32	0	0	1	7	52				
12	3	0	31	34	0	0	3	33	36	0	0	33	0	0	2	7	52				
13	4	0	31	35	0	1	4	29	33	0	2	31	0	0	5	7	52				
14	4	0	29	33	0	1	4	29	33	0	3	30	0	0	3	7	52				
15	5	0	27	32	0	0	5	27	32	0	0	30	0	0	3	7	52				
16	4	0	29	33	0	2	4	29	33	0	7	31	0	0	2	7	52				
17	0	0	26	26	0	0	0	26	26	0	0	29	0	0	0	7	52				
18	0	0	26	26	0	0	0	26	26	0	0	29	0	0	0	7	52				
19	5	0	27	32	0	3	5	27	32	0	2	28	0	0	2	7	52				
20	5	0	26	31	0	2	4	26	30	0	2	28	0	0	5	7	52				
21	5	0	26	31	0	2	5	26	31	0	3	28	0	0	1	7	52				
22	4	0	26	30	0	1	4	26	30	0	5	27	0	0	3	7	52				
23	4	0	25	29	0	2	2	24	26	0	6	26	0	0	2	7	52				
24	0	0	23	23	0	1	0	23	23	0	1	26	0	0	1	7	52				
25	0	0	23	23	0	0	0	23	23	0	0	25	0	0	1	7	52				
26	5	0	22	27	0	0	5	22	27	0	1	25	0	0	1	7	52				
27	5	0	22	27	0	0	5	22	27	0	4	25	0	0	3	7	52				
28	5	0	22	27	0	1	5	22	27	0	2	21	0	0	4	7	52				
29	6	0	18	24	0	2	6	18	24	0	4	19	0	0	2	7	52				
30	6	0	17	23	0	0	6	17	23	0	6	20	0	0	3	7	52				
31	0	0	18	18	0	0	0	18	18	0	1	21	0	0	1	7	52				
Totals	108	0	803	911	0	30	103	801	904	0	65	857	0	0	68	217	1612				

7B 8B 9B 7A 8A 9A C

Exhibit D

Chart 4

Staffing Charts

<u>Staff</u>	<u>Staff Provided by</u>	<u>Elementary</u>	<u>Secondary</u>
Food Service Director	FSMC	XX	XX
Cook 1	FSMC	XX	XX
Cook 2	FSMC	XX	XX
Deputy Director – Detention (CND)	SFA	XX	XX
Administrative Secretary	SFA	XX	XX

Exhibit D

Chart 5

School Food Authority Galveston County Juvenile Board	School/Residential Child Care Institution Juvenile Justice Center	Program No. TX-0842004	Month/Year OCTOBER 2019
--	--	---------------------------	----------------------------

Date	REGULAR BREAKFAST						LUNCH						SUPPERS			CHILDREN APPROVED FOR*				
	Children			Adults			Children			Adults			Food Serv. Employees	Other	Children	Food Serv. Employees	Other	Paid Meals	Reduced Price Meals	Free Meals
	Paid	Reduced Price	Free	Total	Food Serv. Employees	Other	Paid	Reduced Price	Free	Total	Food Serv. Employees	Other								
1	2	0	33	35	0	0	6	0	36	42	0	4	0	0	32	0	0	8	8	105
2	2	0	37	39	0	1	5	0	37	42	0	1	0	0	42	0	1	8	8	105
3	1	0	41	42	0	0	5	0	46	51	0	2	0	0	43	0	2	8	8	105
4	2	0	43	45	0	4	5	0	45	50	0	11	0	0	44	0	4	8	8	105
5	0	0	36	36	0	1	0	0	36	36	0	1	0	0	39	0	1	8	8	105
6	0	0	36	36	0	3	0	0	36	36	0	1	0	0	39	0	2	8	8	105
7	2	0	39	41	0	1	8	0	41	49	0	4	0	0	42	0	2	8	8	105
8	2	0	41	43	0	2	8	0	42	50	0	1	0	0	38	0	0	8	8	105
9	2	0	36	38	0	1	8	0	39	47	0	2	0	0	35	0	0	8	8	105
10	2	0	35	37	0	0	6	0	35	45	0	0	0	0	35	0	0	8	8	105
11	1	0	34	35	0	2	8	0	34	42	0	0	0	0	35	0	3	8	8	105
12	0	0	30	30	0	0	0	0	30	30	0	2	0	0	33	0	0	8	8	105
13	0	0	30	30	0	1	0	0	30	30	0	2	0	0	33	0	0	8	8	105
14	3	0	32	35	0	1	6	0	33	39	0	5	0	0	30	0	2	8	8	105
15	3	0	30	33	0	1	7	0	32	39	0	1	0	0	33	0	3	8	8	105
16	2	0	34	36	0	0	7	0	36	43	0	3	0	0	35	0	1	8	8	105
17	2	0	36	38	0	0	7	0	38	45	0	0	0	0	37	0	1	8	8	105
18	3	0	39	42	0	2	7	0	41	48	0	9	0	0	40	0	3	8	8	105
19	0	0	34	34	0	0	0	0	34	34	0	0	0	0	37	0	1	8	8	105
20	0	0	34	34	0	1	0	0	34	34	0	0	0	0	37	0	2	8	8	105
21	3	0	34	37	0	3	7	0	37	44	0	5	0	0	35	0	3	8	8	105
22	2	0	34	36	0	0	7	0	36	43	0	1	0	0	36	0	1	8	8	105
23	2	0	35	37	0	1	7	0	37	44	0	3	0	0	35	0	3	8	8	105
24	2	0	34	36	0	0	8	0	38	46	0	1	0	0	34	0	0	8	8	105
25	4	0	34	38	0	1	6	0	37	43	0	2	0	0	36	0	3	8	8	105
26	0	0	36	36	0	1	0	0	36	36	0	1	0	0	40	0	0	8	8	105
27	0	0	37	37	0	1	0	0	37	37	0	2	0	0	40	0	2	8	8	105
28	2	0	38	40	0	1	6	0	42	48	0	7	0	0	38	0	4	8	8	105
29	4	0	36	40	0	0	8	0	41	49	0	4	0	0	39	0	1	8	8	105
30	3	0	38	41	0	2	8	0	41	49	0	3	0	0	40	0	2	8	8	105
31	2	0	37	39	0	0	6	0	37	43	0	1	0	0	37	0	0	8	8	105
Totals	53	0	1103	1156	0	31	156	0	1158	1314	0	82	0	0	1149	0	50	248	0	3255

7B 8B 9B 7A 8A 9A C

These numbers correspond to item numbers of the National School Lunch Breakfast Program and After-school Snack program section on the Claim for Reimbursement (Form 1532).

School Food Authority Galveston County Juvenile Board		School/Residential Child Care Institution Juvenile Justice Center		Month/Year OCTOBER 2020	
Program No. TX-08442004					

Date	REGULAR BREAKFAST						LUNCH						SUPPERS						CHILDREN APPROVED FOR*		
	Children			Adults			Children			Adults			Food Serv. Employees			Other			Paid Meals	Reduced Price Meals	Free Meals
	Paid	Reduced Price	Free	Total	Food Serv. Employees	Other	Other	Food Serv. Employees	Other	Other	Food Serv. Employees	Other	Other	Food Serv. Employees	Other	Other					
1	5	0	25	30	0	0	0	0	24	29	0	1	26	0	2	7	52				
2	5	0	25	30	0	3	0	0	25	30	0	4	27	0	3	7	52				
3	0	0	27	27	0	2	0	0	27	27	0	1	30	0	4	7	52				
4	0	0	28	28	0	2	0	0	28	28	0	3	31	0	4	7	52				
5	5	0	29	34	0	1	0	0	29	34	0	0	29	0	1	7	52				
6	5	0	28	33	0	0	0	0	28	32	0	0	32	0	2	7	52				
7	7	0	30	37	0	1	0	0	30	37	0	1	32	0	2	7	52				
8	6	0	29	35	0	1	0	0	29	35	0	1	32	0	3	7	52				
9	5	0	30	35	0	2	0	0	30	34	0	2	32	0	2	7	52				
10	0	0	29	29	0	0	0	0	29	29	0	1	32	0	0	7	52				
11	0	0	29	29	0	0	0	0	29	29	0	2	32	0	1	7	52				
12	3	0	31	34	0	0	0	0	33	36	0	0	33	0	2	7	52				
13	4	0	31	35	0	1	0	0	29	33	0	2	31	0	5	7	52				
14	4	0	29	33	0	1	0	0	29	33	0	3	30	0	3	7	52				
15	5	0	27	32	0	0	0	0	27	32	0	0	30	0	3	7	52				
16	4	0	29	33	0	2	0	0	29	33	0	7	31	0	2	7	52				
17	0	0	26	26	0	0	0	0	26	26	0	0	29	0	0	7	52				
18	0	0	26	26	0	0	0	0	26	26	0	0	29	0	0	7	52				
19	5	0	27	32	0	3	0	0	27	32	0	2	28	0	2	7	52				
20	5	0	26	31	0	2	0	0	26	30	0	2	28	0	5	7	52				
21	5	0	26	31	0	2	0	0	26	31	0	3	28	0	1	7	52				
22	4	0	26	30	0	1	0	0	26	30	0	5	27	0	3	7	52				
23	4	0	25	29	0	2	0	0	24	26	0	6	26	0	2	7	52				
24	0	0	23	23	0	1	0	0	23	23	0	1	26	0	1	7	52				
25	0	0	23	23	0	0	0	0	23	23	0	0	25	0	1	7	52				
26	5	0	22	27	0	0	0	0	22	27	0	1	25	0	1	7	52				
27	5	0	22	27	0	0	0	0	22	27	0	4	25	0	3	7	52				
28	5	0	22	27	0	1	0	0	22	27	0	2	21	0	4	7	52				
29	6	0	18	24	0	2	0	0	18	24	0	4	19	0	2	7	52				
30	6	0	17	23	0	0	0	0	17	23	0	6	20	0	3	7	52				
31	0	0	18	18	0	0	0	0	18	18	0	1	21	0	1	7	52				
Totals	108	0	803	911	0	30	0	0	801	904	0	65	857	0	68	217	1612				

7B 8B 9B 7A 8A 9A C

Exhibit D

Chart 6

Campus Serving Times

	Beginning	Ending
Breakfast	0615	0800
Lunch	1100	1300
Dinner	1545	1730

Exhibit D

Chart 7

Cost Per Meal

	Current Price
Customer Meals	\$4.05
Customer Snacks	\$0.82

Exhibit D

Chart 8

Reimbursement Claims for past 3 Years

Year	
2017-2018	52,145.39
2018-2019	59,519.19
2019-2020	67,765.61

See attached.

2017 - 2018 NSLP Claim Year Summary

01250 Status: Active

GALVESTON COUNTY JUVENILE BOARD

DBA:

6101 ATTWATER AVE

TEXAS CITY, TX 77539-7539

County District Code: 084

ESC: 4 TDA Region: 3

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2017	0	Processed	08/08/2017	08/08/2017	\$4,245.66
Aug 2017	0	Processed	09/06/2017	09/07/2017	\$3,648.80
Sep 2017	0	Processed	10/17/2017	10/17/2017	\$3,640.10
Oct 2017	0	Processed	11/17/2017	11/28/2017	\$5,701.60
Nov 2017	0	Processed	12/18/2017	12/19/2017	\$4,878.00
Dec 2017	0	Processed	01/05/2018	01/09/2018	\$4,638.97
Jan 2018	0	Processed	02/16/2018	02/20/2018	\$4,110.19
Feb 2018	0	Processed	03/15/2018	03/15/2018	\$4,159.69
Mar 2018	0	Processed	04/18/2018	04/19/2018	\$4,975.54
Apr 2018	0	Processed	05/22/2018	05/22/2018	\$4,107.82
May 2018	0	Processed	06/15/2018	06/19/2018	\$4,805.17
Jun 2018	0	Processed	07/12/2018	07/17/2018	\$3,233.85
Year to Date Totals					\$52,145.39

2018 - 2019 NSLP Claim Year Summary

01250 Status: Active
GALVESTON COUNTY JUVENILE BOARD
 DBA:
 6101 ATTWATER AVE
 TEXAS CITY, TX 77539-7539
 County District Code: 084
 ESC: 4 TDA Region: 3

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2018	0	Processed	08/14/2018	08/16/2018	\$3,138.20
Aug 2018	0	Processed	09/06/2018	09/06/2018	\$3,954.63
Sep 2018	0	Processed	10/04/2018	10/04/2018	\$4,205.04
Oct 2018	0	Processed	11/07/2018	11/08/2018	\$4,666.36
Nov 2018	0	Processed	12/13/2018	12/18/2018	\$4,467.56
Dec 2018	0	Processed	01/23/2019	01/24/2019	\$4,511.62
Jan 2019	0	Processed	02/27/2019	02/28/2019	\$5,878.64
Feb 2019	0	Processed	03/28/2019	03/28/2019	\$5,966.76
Mar 2019	0	Processed	05/01/2019	05/02/2019	\$6,184.83
Apr 2019	0	Processed	05/30/2019	06/04/2019	\$5,599.86
May 2019	0	Processed	06/25/2019	06/27/2019	\$6,052.95
Jun 2019	0	Processed	07/18/2019	07/18/2019	\$4,892.74
Year to Date Totals					\$59,519.19

2019 - 2020 NSLP Claim Year Summary

01250 Status: Active

GALVESTON COUNTY JUVENILE BOARD

DBA:

6101 ATTWATER AVE

TEXAS CITY, TX 77539-7539

County District Code: 084

ESC: 4

TDA Region: 3

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2019	0	Processed	09/03/2019	09/05/2019	\$5,505.22
Aug 2019	0	Processed	09/17/2019	09/19/2019	\$6,963.26
Sep 2019	0	Processed	10/10/2019	10/15/2019	\$6,328.56
Oct 2019	0	Processed	11/21/2019	11/21/2019	\$6,559.99
Nov 2019	0	Processed	12/20/2019	01/02/2020	\$5,975.76
Dec 2019	0	Processed	01/30/2020	01/30/2020	\$6,372.60
Jan 2020	0	Processed	02/28/2020	03/03/2020	\$6,134.05
Feb 2020	0	Processed	03/24/2020	03/26/2020	\$6,373.09
Mar 2020	0	Processed	04/29/2020	04/30/2020	\$4,921.47
Apr 2020	0	Processed	05/12/2020	05/14/2020	\$3,776.90
May 2020	0	Processed	06/26/2020	06/30/2020	\$4,821.71
Jun 2020	0	Processed	07/10/2020	07/14/2020	\$4,033.00
Year to Date Totals					\$67,765.61

Exhibit D

Chart 9

Identifying Position Sharing

<u>Staff Position</u>	<u>Shared</u>	<u>Percentage</u>
Food Service Director	Position not shared with any other SFA's. Held by FMSC	100 %
Cook 1	Position not shared with any other SFA's. Held by FMSC	100 %
Cook 2	Position not shared with any other SFA's. Held by FMSC	100 %
Deputy Director - Detention (CND)	Position not shared with any other FMSC's. Position held by SFA	100 %
Administrative Secretary	Position not shared with any other FMSC's. Position held by SFA	100 %

There is only 1 campus.

Exhibit D

Chart 10

Academic Calendar

2021-2022 Academic Calendar

First Semester

August 23 – December 17, 2021

Second Semester

January 4 – May 26, 2022

Student/Teacher Holidays

Labor Day - September 6, 2021

Thanksgiving - November 22-26, 2021

(Nov. 22-23 are Teacher Exchange Days/Student Holidays)

Christmas/Winter

December 20, 2021 - December 31, 2021

Martin Luther King Day - January 17, 2022

Spring Break - March 14-18, 2022

Good Friday - April 15, 2022

Memorial Day - May 30, 2022

(Teacher/Staff Holiday)

Mentor/Protege In-Service

August 9, 2021

New Teacher In-Service

August 10-12, 2021

Teacher In-Service/Student Holiday

August 13, 2021

August 16-20, 2021

January 3, 2022

February 21, 2022

Parent Conference Day/Student Holiday

October 25, 2021

Early Release All Campuses

(2 hours early)

December 17, 2021 May 26, 2022

Dickinson High School Graduation

May 26, 2022 - Sam Vitanza Stadium

Nine Weeks Grading Cycle

1st 9-weeks 39 days 17,160 minutes

(08/23-10/15)

2nd 9-weeks 39 days 17,040 minutes

(10/18-12/17)

First Semester 78 days 34,200 minutes

3rd 9-weeks 47 days 20,680 minutes

(1/4-3/11)

4th 9-weeks 48 days 21,000 minutes

(3/21-5/26)

Second Semester 95 days 41,680 minutes

Total Instructional 173 days 75,880 minutes

SD Waiver Days 3 days 1,260 minutes

Grand Total 176 days 77,140 minutes

Dickinson Independent School District

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	MP	NT	NT	NT	SD	14
15	SD	SD	SD	SD	TP	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	PC ^W	26	27	28	29
30	31					

November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	E	E	H	H	H	27
28	29	30				

December 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	H	H	H	H	25
26	27	H	H	H	H	

January 2022						
S	M	T	W	T	F	S
						1
2	SD ^W	4	5	6	7	8
9	10	11	12	13	14	15
16	H	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	SD ^W	22	23	24	25	26
27	28					

March 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	H	H	H	H	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	H
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	TP	28
29	H	E				

June 2022						
S	M	T	W	T	F	S
				E	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- I Grading Period Begins
- | Grading Period Ends
- ☆ State-Mandated STAAR Test
- ^ Early Release
- H Student/Teacher Holiday
- MP Mentor/Protege Teachers
- NT New Teacher Training
- SD Staff Development (no school for students)
- TP Teacher Preparation (no school for students)
- E Teacher Exchange Day/Student Holiday
- PC Parent Conference Day/Student Holiday
- 🎓 Dickinson High School Graduation
- W TEA-Approved Staff Development Waiver Days

School Hours for the 2021-2022 school year

Elementary (grades K-4)

8:35 a.m. - 3:55 p.m.

(AM Pre-K)

8:35-11:45 a.m.

(PM Pre-K)

12:45 p.m.-3:55 p.m.

Middle School/Junior High (grades 5-8)

7:55 a.m. - 3:15 p.m.

High School (grades 9-12)

7:15 a.m. - 2:35 p.m.

Board approved February 3, 2020. Revised February 1, 2021

Exhibit E

FOOD SPECIFICATIONS

All Food Specifications must meet requirements of the United States Department of Agriculture (“USDA”) *Food Buying Guide* (“FBG”), 7 CFR Part 210, USDA Guidance Memos, other applicable federal regulations, and TDA’s Administrative Reference Manual (“ARM”)

- All USDA-donated foods offered to the SFA and made available to FSMC are acceptable and should be utilized in as large a quantity as may be efficiently utilized.
- All food and food products purchased on behalf of the SFA must be in compliance with Buy American provisions. Food and Food products must be produced in the United States, and food products must be processed in the United States using over 51% domestic foods by weight or volume. 7 CFR § 250.17(e); 2 CFR Part 200; SP 38-2017; SP 32-2019; and 7 CFR Part 210.21(d).

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

- Grains must be made from whole grain, whole-grain rich flour/meal, or enriched grain. Cereals may be whole grain, whole-grain rich, enriched grain, or fortified grain. All grains must be fresh (or frozen, if applicable) and must meet the minimum weight per serving as listed in the Child Nutrition Program Food Buying Guide (FBG) or as appropriately identified on a food nutrition label or product manufacturer’s statement. If applicable, the product should be in moisture-proof wrapping and pack code date provided.
- All meat and poultry must have been inspected by the USDA and must be free of color or odor.
 - Beef must be at least 70:30 lean to fat, preferably 80:20 lean to fat.
 - Poultry should be U.S. Grade A when applicable and should meet the recommendations outlined in *Specifications for Poultry Products, A Guide for Food Service Operators* from USDA.
 - For breaded and battered items, all flours must be whole-grain or enriched for bread/grains credit and breading/batter must not exceed 30% of the weight of the finished product.
 - For sausage patties, the maximum fat allowed is 50% by weight; industry standard of 38% to 42% fat preferred.
- All cured processed meats (bologna, frankfurters, luncheon meat, salami, others) shall be made from beef and/or poultry and must be processed in the United States using over 51% domestic meats. No variety meats, fillers, extenders, non-fat milk solids, or cereal will be allowed. Meats must not show evidence of greening, streaking, or other discoloration.
- All cheese must be from domestic milk sources and should be firm, compact and free from gas holes; free of mold; free of undesirable flavor and odors; pasteurized when applicable; preferably reduced or low-fat. All cheese should also have a bright, uniform, and attractive appearance; and have a pleasing flavor; demonstrate satisfactory melting; contain proper moisture and salt content, and processed in the United States.
- All fish must have been inspected by the United States Department of Commerce (USDC) and meet minimum flesh and batter/breading required for USDC Grade A product or product packed under federal inspection (PUFI) by the USDC. All fish must also be in compliance with the Buy American provisions for farmed and wild fish as described in SP 32-2019.

- All fresh fruits must be ripe and in good condition when delivered and must be ready for consumption per the USDA FBG. Fruits must at a minimum meet the food distributors' second quality level. Fruits should have characteristic color and good flavor and be well-shaped and free from scars and bruises. Size must produce a yield equal to or greater than the attached 21-day cycle menu requirements.
- All fresh vegetables must be from domestic sources, ripe and in good condition when delivered and must be ready for consumption per the FBG. Vegetables must at a minimum meet the food distributors' second quality level. Vegetables should have characteristic color and good flavor and be well-shaped and free from discoloration, blemishes, and decay. Size must produce a yield equal to or greater than the attached 21-day cycle menu requirements.
- All canned vegetables must be produced and processed in the United States using over 51% domestic vegetables by weight or volume; meet the food distributors' first quality level (extra fancy and fancy); canned fruits (standard) must meet the second quality level. Vegetables should have characteristic color and good fresh flavor and be free from discoloration, blemishes, and decay.
- Eggs must be from domestic sources, inspected and passed by the state or federal Department of Agriculture and used within 30 days of the date on carton. Eggs should be grade A, uniform in size, clean, sound-shelled, and free of foreign odors or flavors.
- Sauces, such as gravy, spaghetti sauce, pizza sauce, etc., must be smooth and uniform in color with no foreign substance, flavor, odor, or off-color.
- If applicable, the food production facility, manufacturing plant, and products must meet all sanitary and other requirements of the Food, Drug, and Cosmetic Act and other regulations that support the wholesomeness of products.
- Meals and food items must be stored and prepared under properly controlled temperatures and in accordance with all applicable health and sanitation regulations.
- Fluid milk must be from domestic sources and offered in a variety of at least two different fat contents. If flavored milk is offered in the National Lunch Program or School Breakfast program, unflavored milk must also be offered as a selection. The selection of milk must be consistent with the types of milk consumed the prior year. The milk must contain vitamins A and D at levels specified by the Food and Drug Administration and must be consistent with State and local standards.

Exhibit F

SCHEDULE OF APPLICABLE LAWS

- FSMC shall comply with the mandatory standards and policies relating to energy efficiency that are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163, 89 Stat. 871).
- FSMC shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (the "Act"), 40 U.S.C. § 3701 and 3704, as supplemented by Department of Labor regulations, 29 CFR Part 5. Under Section 103 of the Act, FSMC shall be required to compute the wages of every laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in any workweek. Section 107 of the Act provides that no laborer or mechanic shall be required to work in surroundings or under working conditions, which are unsanitary, hazardous or dangerous to his health and safety as determined under construction, safety and health standards promulgated by the Secretary of Labor.
- FSMC shall comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations, 41 CFR Part 60.
- FSMC shall comply with the following civil rights laws, as amended: Title VI of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CFR Parts 15, 15a, and 15b; the Americans with Disabilities Act; and FNS Instruction 113-1, Civil Rights Compliance and Enforcement – Nutrition Programs and Activities.
- FSMC shall comply with the Buy American provision for contracts that involve the purchase of domestic food and food products in the United States using over 51% domestic foods by weight or volume, USDA Regulation 7 CFR § 210.21(d) and 7 CFR Part 250.
- FSMC has signed the Anti-Collusion Affidavit, Exhibit I, which is attached herein and is incorporated by reference and made a part of this Contract.
- FSMC shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 7606), § 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency (EPA) regulations (Title 40 CFR).
- FSMC shall comply with the Lobbying Certification, Exhibit L, which is attached herein and is incorporated and made a part of this Contract. If applicable, FSMC has also completed and submitted Standard Form-LLL, Disclosure Form to Report Lobbying, Exhibit K herein, or will complete and submit as required in accordance with its instructions included in Exhibit K.
- FSMC shall strongly encourage the participation of Historically Underutilized Business (HUB), Minority and Women Business Enterprise (MWBE), and labor surplus area vendors to compete in procurement opportunities the FSMC conducts on behalf of the SFA.
- FSMC shall ensure that the nondiscrimination statement is affixed to all letters, notices, publications, and websites as required by FNS Instruction 113.1 (November 8, 2005).

Revised Equal Opportunity Public Notification (October 14, 2015)

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

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

To file a program complaint of discrimination, complete the *USDA Program Discrimination Complaint Form*, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

Exhibit H

SCHEDULE OF FSMC EMPLOYEES

**SFA must state in detail minimum qualifications for each FSMC position
[To be completed by SFA]**

Food Service Director – Monday – Friday – 5:00 a.m. – 1:00 p.m.

Minimum Qualifications:

Knowledge, Skill, and Abilities

Ability to communicate fluently, both written and orally, in English.
Overall knowledge of skills required to cook meals, prepare menu's, take inventory, etc.
Have the capacity and willingness to accept responsibility .
Interpersonal skill to work effectively with others and elicit work output.
Ability to work independently.

High School Graduate or the equivalent of a G.E.D. and at least two (2) years of experience in food preparation (i.e., institutional settings, school district, hospital, etc.). Also, must be able to read and write satisfactorily.

Cook – Monday – Friday – 11:00 a.m. – 5:30 p.m.

Minimum Qualifications:

At least two (2) years of experience in food preparation (i.e., institutional settings, school district, hospital, etc.).
Ability to communicate fluently, both written and orally, in English.
Overall knowledge of skills required to cook meals, prepare menu's, take inventory, etc.
Have the capacity and willingness to accept responsibility.
Interpersonal skill to work effectively with others and elicit work output.
Ability to work independently.

Cook – Saturday & Sunday – 5:00 a.m. – 5:30 p.m.

Minimum Qualifications:

At least two (2) years of experience in food preparation (i.e., institutional settings, school district, hospital, etc.).
Ability to communicate fluently, both written and orally, in English.
Overall knowledge of skills required to cook meals, prepare menu's, take inventory, etc.
Have the capacity and willingness to accept responsibility.
Interpersonal skill to work effectively with others and elicit work output.
Ability to work independently.

Exhibit J

ANTI-COLLUSION AFFIDAVIT

STATE OF)

COUNTY OF)

_____, of lawful age, being first sworn on oath says, that he/she is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official of employees to quantity, quality, or price in the prospective contract, or any other terms of said prospective official concerning exchange of money or other thing of value for special consideration in the letting of contract; that the bidder/contractor had not paid, given or donated, or agreed to pay, give or donate to any officer or employee either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

Signed

Subscribed and sworn before me this _____ day of _____, 20_____

Notary Public (or Clerk or Judge) _____

My commission expires _____

Exhibit K

PROCUREMENT

Certification Regarding Lobbying

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

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

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

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of **Galveston County Juvenile Board** 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 Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of **Galveston County Juvenile Board** 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.

The undersigned shall require that the language of this certification is included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

[To be completed by the FSMC when proposal submitted]

Name and Address of Organization

Name/Title of Submitting Official

Signature

Date

Exhibit L

PROCUREMENT

Disclosure of Lobbying Activities

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

*Approved by OMB
0348-0046*

<p>1. Type of Federal Action:</p> <p><input type="checkbox"/> a. contract</p> <p><input type="checkbox"/> b. grant</p> <p><input type="checkbox"/> c. cooperative agreement</p> <p><input type="checkbox"/> d. loan</p> <p><input type="checkbox"/> e. loan guarantee</p> <p><input type="checkbox"/> f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. bid/offer/application</p> <p><input type="checkbox"/> b. initial award</p> <p><input type="checkbox"/> c. post-award</p>	<p>3. Report Type:</p> <p><input type="checkbox"/> a. initial offering</p> <p><input type="checkbox"/> b. material change</p> <p>For Material Change Only: Year _____ Quarter _____ Date of last report _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Sub-awardee</p> <p>Tier _____, <i>if known:</i></p> <p>Congressional District, <i>if known:</i></p>	<p>5. If Reporting Entity in No. 4 is Sub-awardee, Enter Name & Address Of Prime:</p> <p>Congressional District, <i>if known:</i></p>	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CFDA Number, <i>if applicable:</i> _____</p>	
<p>8. Federal Action Number, <i>if known:</i></p>	<p>9. Award Amount, <i>if known:</i></p> <p align="center">\$</p>	

Exhibit L Continued

<p>10. a. Name and Address of Lobbying Entity <i>(If individual, last name, first name, MI):</i></p> <p>(Attach continuation sheet(s) if necessary)</p>	<p>b. Individuals Performing Services <i>(Incl. Address if different from No. 10a) (last name, first name, MI):</i></p>
<p>11. Amount of Payment <i>(check all that apply):</i></p> <p>\$ _____</p> <p>Actual Planned</p>	<p>13. Type of Payment <i>(check all that apply):</i></p> <p><input type="checkbox"/> a. retainer</p> <p><input type="checkbox"/> b. one-time fee</p> <p><input type="checkbox"/> c. commission</p> <p><input type="checkbox"/> d. contingent fee</p> <p><input type="checkbox"/> e. deferred</p> <p><input type="checkbox"/> f. other; specify: _____</p>
<p>12. Form of Payment <i>(check all that apply):</i></p> <p><input type="checkbox"/> a. cash</p> <p><input type="checkbox"/> b. in-kind; specify: nature _____ value _____</p>	
<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted for Payment Indicated in Item 11:</p> <p align="center">(Attach continuation sheet(s) if necessary)</p>	
<p>15. Continuation Sheet(s) attached: Yes No</p>	

Exhibit L Continued

<p>16. Information requested through this form is authorized by article 31 U.S.C. § 1352.</p> <p>This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to 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.</p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No: _____</p> <p>Date: _____</p>
<p><i>Federal Use Only:</i></p> <p><i>Authorized for Local Reproduction of:</i></p> <p>Standard Form – LLL</p>	

PROCUREMENT

Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action or a material change to a previous filing, pursuant to Title 31 U.S.C. § 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 the 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 sub-awardee recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to subcontracts, subgrants, and contract awards under grants.
5. If the organization filing the report in item 4 checks "sub-awardee," 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."

Exhibit L Continued

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.
 - 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).
10. 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 boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
11. Check the appropriate box (es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
12. Check the appropriate box (es). Check all boxes that apply. If other, specify nature.
13. 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) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
14. Check whether or not an SF-LLL-A continuation sheet(s) is attached.
15. 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 (0348-0046), Washington, D.C. 20503.

Exhibit M

**PURCHASE DISCOUNTS, REBATES, AND CREDITS, PERTAINING TO VALUE OF
USDA FOODS**

The undersigned certifies, to the best of his or her knowledge and belief that:
(School District) (hereinafter SFA) has and will undertake all necessary oversight and monitoring measures to assure that the school district receives the full value of USDA foods. These measures shall include but are not limited to:

Upon execution of this contract, the SFA must strictly monitor the agreement throughout the year to ensure that they receive the full value of USDA Foods and are in compliance with Federal Regulations. Monitoring activities shall include but are not limited to:

- Identify the person within the SFA that will be responsible for oversight;
- Designate the position that will monitor the credits, discounts, and rebates;
- Determine the schedule of when the FSMC will submit documentation for the SFA to verify the accuracy of the credits, discounts, rebates, and value of USDA Foods.
- Examine the invoices and other documentation provided by the FSMC as agreed to in the contract;
- Determine the percentage of credits, discounts, and rebates reported in relation to the value of food purchased early in the contract year as a benchmark for future comparison;
- Calculate the average credit-purchase proportion received, or as applicable discount or rebate; and
- Examine products to ensure that to the maximum extent practicable; domestic foods/commodities are purchased. Visit storage facilities to observe the origin of purchased food printed on food labels and case units.

In the event of discrepancies during monitoring activities, follow up with FSMC to resolve the issues, and if necessary, request additional documentation from the FSMC to substantiate discrepancies. Potential discrepancies to consider may include:

- Frequency of reporting that does agree with contract provision;
- Labels identifying countries other than the U.S; and
- Credit-purchase proportions that fall below the average credit-purchase proportion established early in the year.

The SFA shall ensure that FSMC has credited it for the value of all USDA-donated foods received for use in the SFA's meal service in the school year. (7 CFR § 250.51(a))
