



## **Cumberland County Schools Child Nutrition Services**

810 Gillespie Street  
Fayetteville, North Carolina 28306  
Tel: (910) 678-2502  
Fax: (910) 678-2542

### **REQUEST FOR PROPOSALS FOR Temporary Staffing Contract For Cumberland County Schools Non Profit Child Nutrition Program**

**Issued on:** May 3, 2018

**Due Date:** May 17, 2018, 2:00 p.m.

**Administered by:** Shayla Bannister, Director of Operations

This institution is an equal opportunity provider.

## REQUEST FOR PROPOSALS

Proposals will be received by the Cumberland County Schools' Child Nutrition Services, hereby referred to as the SFA, until **May 17, 2018, 2:00 p.m.** at the Child Nutrition Services Office for the following:

**Temporary Staffing Contract  
To Provide Temporary Staffing As Needed  
For Cumberland County Schools  
Non-Profit Child Nutrition Program**

The SFA plans to contract services to provide temporary staffing on an interim to permanent, as-needed basis in cafeteria kitchens throughout Cumberland County Schools. All proposals submitted must meet or exceed the specifications as outlined in the REQUEST FOR PROPOSAL.

Proposals shall be mailed or delivered to the following no later than the date and time noted above:

Shayla Bannister, Director of Operations  
Child Nutrition Services  
CCS Operations Center  
810 Gillespie Street  
Fayetteville, NC 28306  
Phone: (910) 678-2502

All proposals are confidential and will not become public knowledge until opened. Child Nutrition Services reserves the right to award and/or reject any and/or all proposals and waive any technicalities or irregularities. This contract will not be awarded solely on the basis of cost. Rather the contract for this service will be awarded to a responsible vendor who best meets the needs of the SFA based on services, abilities, reputation, performance, and cost. The SFA reserves the right to determine the successful contractor on the basis of an individual item, group of items, or any way determined to be in the best interest of the SFA.

With this solicitation, the SFA intends to award one contract and does not anticipate multiple awards. Regardless, the SFA reserves the right to make multiple or partial awards.

Temporary staffing hours will vary as needed between the hours of 7:00 a.m. to 3:00 p.m. on normal school operating days. Hours worked per employee will range from a minimum of 4 to a maximum of 5.5 hours per day. Hours worked per assistant manager will range from a minimum of 6 to a maximum of 7 hours per day. The rate of use varies throughout the school year. During low usage CCS CNS averages 40 interim helpers per day and during high usage we average 80 interim helpers per day.

Staffing agency employees are exempt from the bus driving requirement until hired from the staffing agency by the SFA.

The contract will be between the offeror and the SFA. The offeror shall provide assurances that all operations addressed in the RFP will be conducted in a manner that is consistent with the goals of the SFA's Child Nutrition Program.

All proposals received in response to this RFP which are submitted in accordance with the instructions and restrictions contained in this General Terms and Conditions will initially be considered for award; however, initial consideration of any proposal will not constitute an assessment of its meeting the necessary qualifications, and any proposal may be disqualified at any time during the process of evaluating proposals for failure to meet any other terms or conditions contained anywhere else in the proposal request.

The SFA reserves the right to waive any or all proposal irregularities, formalities, or other technicalities, to be the sole and independent judge of quality and suitability of any products offered, and may accept or reject any proposals in its entirety, or may reject any part of any proposal without affecting the remainder of that proposal, and may award the individual items on this proposal in any combination or any way to best serve the interests of its members as it perceives those interests to be in its sole discretion.

It is not the policy of the SFA to purchase on the basis of low proposal price alone. All proposal items are subject to evaluation and approval by the SFA. In evaluating the proposals received and determining the best value for the SFA, the SFA may consider any combination of the following criteria: (1) fee for service; (2) the reputation of the vendor and of the vendor's goods and/or services; (3) the extent to which the goods and/or services meet the needs of the SFA; (4) the vendor's location, service, etc.; (5) the vendor's past performance with the SFA; (6) the probability of continuous availability of the services offered; (7) the impact on the ability of the SFA to comply with any applicable laws or rules; (8) the total long-term cost to the SFA to acquire the vendor's goods and/or services; (9) any other relevant factor that a public or private entity could consider in selecting a vendor.

It is understood that understood that the SFA may use all means at their collective disposal to evaluate the proposals received on these criteria, and the final decision as to the best overall offer, both as to price and to suitability of the products and/or services offered to fit the needs of the SFA, will be made by the Child Nutrition Director, the SFA Purchasing Officer, the SFA Finance Officer and/or SFA designee.

Unless otherwise indicated in this RFP, "all or nothing" proposals are not acceptable and will be rejected. The offeror must be willing to accept a partial award for any combination of the items and/or services proposed and must be willing to share the business with any other successful offerors.

The successful offeror(s) will be notified by "Notice(s) of Award" issued by the SFA.

The SFA reserves the right to require a performance bond as it is deemed necessary.

Award of a contract to one agency does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed to provide the best value to Cumberland County Schools Child Nutrition Services. CCS reserves the right not to award the Contract to the Proposer with the lowest Quote/Cost.

## REQUEST FOR PROPOSALS

### TEMPORARY STAFFING CONTRACT TO PROVIDE TEMPORARY STAFFING AS NEEDED FOR CUMBERLAND COUNTY SCHOOLS NON-PROFIT CHILD NUTRITION PROGRAM

#### GENERAL INFORMATION

##### **Intent**

This Request for Proposal (RFP) is for the purpose of obtaining proposals and ultimately entering into a contract for supplying temporary staffing as needed for the Cumberland County Schools' non-profit Child Nutrition Program, hereinafter referred to as the School Food Authority (SFA). It is the intent of the SFA to utilize the temporary staffing service as a primary source for recruiting permanent employees, in addition to interim helpers. All school sites within the Cumberland County Schools are listed in Appendix A.

##### **Requests for Clarification**

The SFA will not be bound by or be responsible for any interpretations or conclusions drawn from this RFP. All questions or requests for clarification or additional information must be submitted in writing. These written questions or requests must be submitted to Shayla Bannister, Director of Operations ([shaylabannister@ccs.k12.nc.us](mailto:shaylabannister@ccs.k12.nc.us)) or fax (910) 678-2542. Signed faxed messages will be treated as written questions. Any questions the SFA feels are pertinent to all interested vendors will be posted on the CCS website, [www.cn.ccs.k12.nc.us](http://www.cn.ccs.k12.nc.us), as addenda to the RFP. Any information given verbally by and CCS employee shall not be considered binding. In no event may a contractor rely on any oral statement or communication by the CCS or its' agents, advisors or consultants.

##### **Procurement Method**

A competitive proposals process will be used to procure services from the offeror. All procurement transactions shall be conducted in a manner that provides maximum free and open competition consistent with Federal regulations as defined in 7 CFR 3016.

##### **Conflict of Interest**

All offeror must disclose in writing with their proposal the name of any employee of CCS who owns, directly or indirectly, an interest of five percent (5%) or more in the offeror's firm or any of its branches or subsidiaries. By submitting a PROPOSAL, the offeror certifies that there is no relationship between the offeror and any person or entity which is or gives the appearance of a conflict of interest related to this RFP or project.

## **Proposal Submission**

All submissions of written proposal must include:

- Pricing: billing rates and all other billable charges that may apply.
- Conversion period: Amount of time a temporary employee must work prior to being eligible for hire by the SFA.
- References: Names, addresses, and telephone numbers of a minimum of five (5) clients for whom the offeror has provided similar services during 2017-2018. The SFA may check references listed by the offeror.
- Location: Identify the location from which the offeror anticipates servicing this contract.

and CNS required forms fully executed:

- Proposal Certification Form
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- Certification Regarding Lobbying
- HUB Statement
- Deviation/Compliance Form
- Provide verification of minimal insurance coverage which would cover assigned temporary personnel.

Sealed proposals will be received until the deadline indicated. Each proposal must be submitted in a **SEALED** opaque envelope (or other non-transparent package or container).

Proposals may be submitted by U.S. Mail, common carrier, or other courier or delivery service, or by hand delivery. If forwarded by mail or courier or delivery service, the **sealed** proposal envelope, indicated above should be enclosed in another envelope addressed as specified below. The SFA will not be responsible for proposals or related correspondence that are not delivered by the deadline, delivered to the wrong address or misplaced. The date/time record of the SFA will indicate the official time of receipt.

Proposals received after the deadline will not be accepted for consideration, and will be returned to the offeror unopened. Proposals received in an unsealed condition will not be considered.

**Faxed proposals or related communication will not be accepted.**

A representative of the offeror who is authorized to enter into contracts on behalf of the offering entity must sign the proposal. The person signing the proposal must indicate his/her title along with signature. Proposals received without proper signature will not be considered.

Offerors must **return all properly signed original documents** in the required format as described in the proposal response. Offerors should retain photocopies for their files. Any change made to any written response on any of the proposal documents must be made by marking through the original entry and entering the new information alongside the change. Changes should not be made with correction fluid. All changes must be "initialed" by the person making the change, and the name of the person who initialed the change must be noted in a footnote on the same page containing the correction. **Failure to return any document or information requested as part of the proposal response will result in rejection of the entire proposal.**

Offerors or their authorized representatives are expected to fully inform themselves as to the terms, conditions, requirements and specifications of this RFP before submitting proposals. Failure to do so will be at the offeror's own risk. The law makes no allowance for errors or omission or commission on the part of the offeror; furthermore, the offeror cannot secure relief on the plea of error or ignorance concerning any requirement included in the RFP.

Failure to do so will be at the offeror's own risk. The law makes no allowance for errors or omission or commission on the part of the offeror; furthermore, the offeror cannot secure relief on the plea of error or ignorance concerning any requirement included in the RFP.

Offerors are welcome to attend the proposal opening at the date and time indicated in the Proposal Certification, but offeror presence is not required, and no weight or other consideration toward any award decision will be given to any offeror's attendance or absence at the proposal opening. A summary report of the proposals received will be available to any interested party after the Contract is awarded upon WRITTEN request. The form and content of the proposal summary will be at the sole discretion of the SFA.

### **Pricing**

Vendor shall provide pricing offer on the attached form including any and all billing charges. Prices shall be per unit of delivered service to each end-user location (school) and shall include any other charges incurred. Pricing should include the mark up percentage that will determine the billing rate based on the temporary employee's hourly pay rate. Billing rate(s) should remain fixed through the duration of the contract. Prices shall not include state sales tax or Federal Excise tax.

### **Specifications**

Contractor must be able to provide Cumberland County Schools Child Nutrition Services verification that each employee is screened for the following prior to being employed in a cafeteria:

- National Criminal Background Check
- National Sex Offender Data Search
- Social Security Trace
- Valid North Carolina Driver's License

Award, commencement, and continuation of any contract is contingent upon successful contractor(s) agreeing that its employees that are assigned to provide services hereunder shall be subject to CCS current background check procedures that are applicable to CCS Child Nutrition employees.

Contractor will collect and provide to CCS personal information on their employees necessary to complete background checks and monitoring, such as, but not limited to, social security numbers, driver's license numbers, birthdates, etc as determined by CCS.

- Have a 24-hour phone service in which Child Nutrition Services can call to place staffing requests.
- Provide Hazardous Analysis and Critical Control Points (HACCP) training and upon completion of the training provide a Certificate of Completion.

- Provide Civil Rights training as required by North Carolina Department of Public Instruction.
- Review Cumberland County Schools Child Nutrition Services policies with temporary staffing before assigning them to cafeteria sites.
- Complete a visual uniform and shoe requirement check prior to the first day staff is sent on assignment. (*Employees will provide their own uniform. Uniform consists of black uniform top, black uniform style pants, black slip resistant shoes, and hairnet. Uniform will be clean, wrinkle-free, and in good repair.*)
- A minimum order fill rate of 75% when orders exceed 100 workers per work day and a minimum fill rate of 85% when fill rates are less than 100 workers per day.
- Daily order status updates.
- Monthly report with employee names, birthdate, and NC driving license number.

Qualified Temporary staffing employees must be able to:

- Follow written and oral instructions issued by Manager in a timely manner.
- Follow standardized recipes for all preparation.
- Practice sound sanitation and safety methods.
- Attend training meetings as instructed.
- Report to work at designated time and remain on the job until dismissed by the Manager.
- Perform duties involved in the safe preparation and handling of food, cleaning and sanitizing of equipment and facilities, serving of food, and record keeping.
- Follow all policies of the Board of Education and instructions of the Manager relating to safety measures, sanitation practices, work techniques, and methods of performing other duties.
- Assure a positive atmosphere and image of the Child Nutrition Program.
- Perform other duties assigned by the Manager.

Physical Requirements for staffing employee:

- Must be physically able to perform the basic life operational functions of fingering, grasping, kneeling, sitting, walking, stooping, reaching, lifting, pushing, pulling, talking, seeing, hearing, and repetitive motion and stand for entire work day.
- Must be able to climb ladder.
- Must possess the visual acuity to work with data and figures, distinguish colors, and operate various kitchen equipment.
- Hand and finger dexterity for efficient food production.
- Auditory acuity at a level to hear telephone conversations, customer questions and concerns, and supervisor vocalized instructions.
- Must be able to clearly express and exchange ideas by means of spoken word to customers and co-workers.
- Must be able to perform medium lifting exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Attached: Exhibit A: Helper Job Description and Exhibit B: Assistant Manager Job Description.

\*If you discover or suspect error in the item specifications in this RFP, please note it as part of your proposal response.

## **Proposal Evaluation/Interview/Award**

Proposals will be evaluated according to completeness, content, and experience with similar projects, ability of the contractor and its staff, and cost. Each submission will be evaluated according to the criteria set forth below:

Provide a separate written narrative describing the methods and/or manner in which the contractor proposes to satisfy the requirements of the contract. Contractor should include:

- a. List staff positions (if any) dedicated to account for the duration of the contract
- b. Technology utilized in course of business
- c. Recruiting strategies and tactics
- d. Time needed to fill positions
- e. Retention/turnover statistics

### **Scoring/Weighting of Questions**

The evaluation criteria listed below will be used to determine the contractor(s) who will be afforded a final interview:

Technical Criteria	Points
1. MISSION STATEMENT	5
2. COMPANY OVERVIEW	5
3. COMPANY PROFILE	5
4. QUALITY STANDARDS	10
5. IMPLEMENTATION PLANS	10
6. TRAINING, TESTING, SCREENING	10
7. PRICING FORMULA/COMPENSATION	5
8. LIST OF REFERENCES	10
9. RECRUITING STRATEGIES AND TACTICS	10
10. EMPLOYEES/TEMPORARY	10
11. REPORTING CAPABILITIES	10
12. CONTRACTOR'S STATEMENT	10
TOTAL	100

## **EVALUATION CRITERIA**

Contractors responding to this request for proposal should respond in accordance with the following format, in the order identified. The proposal should be concise and succinct and not include unnecessary material. Additional material may be submitted but will not be considered in evaluating the specific elements of the proposal in determining the contractor that will be selected for a final interview.

1. Mission Statement: A statement of the firm's belief and goals

2. Corporate Overview:

A. Background on company to include, but not limited to, number of years in business, growth, market position, number of employees, number of offices, and copy of most recent annual report.

B. Describe the current level of automation in your company as it relates to day-to-day branch



processes such as hiring, filling requests, response time and temporary staff tracking.

3. Corporate Profile: Names, titles and responsibilities of employees to include a statement of qualifications for each person listed.

4. Quality Standards: To include, but not limited to, quality certification or awards received by your company, implementation of best practices within your organization, performance tracking measurements, performance guarantees, describe process in place to address problems, both from within the organization and with end users.

5. Implementation Plans:

A. To include, but not limited to, processes for recruitment including vehicles used to recruit, average response time to orders and average fill time.

B. Describe process utilized when unable to process request, process to handle an employee who is assigned but does not “work out.”

C. Detail plans for orderly transition from current provider to your organization.

6. Training, Testing, Screening: To include, but not limited to, skill testing methods and how implemented, type of “soft skills assessment (describe) training program provided to temporary workers. Describe your safety training program. Describe background checks and screening process utilized in the selection of temporary workers, specifically including a description of prior employment, references, educational history, drug testing, and criminal background checks.

7. Pricing/Compensation: Provide formula utilized to develop your mark-up and explain components of each element. Brief job descriptions of the vacancies we anticipate filling are included. Listed duties are illustrative only and are not intended to describe each and every function that may be performed in the work day. Employer costs for any and all overhead requirements shall be inclusive within the contractor’s markup or “bill rate”; no additional costs may be passed through or separately billed to CNS unless separately negotiated and properly amended.

8. List of References: Provide a minimum of five current and similar contract references serviced for 2017-2018. Provide company name, address, phone number, point of contact, and services rendered.

9. Recruiting Strategies and Tactics

10. Employees/Temporary: To include, but not limited to, number of temporary employees on active status. Methods used to verify work authorization, record hours worked and to otherwise comply with wage and hour laws applicable to temporary workers. Describe payroll practices for temporary workers to be provided to CNS. Processes in place to attract and retain temporary workers. What is your billing process?

11. Reporting Capabilities: To include, but not limited to, describe reporting capabilities available, monitoring such areas such as filled/unfilled orders, departments utilized, client survey/quality analysis, monthly accounts receivable report %. What options does CNS have for flexible consolidated management reporting?

12. Contractor’s Statement: A separate statement describing the Contractor’s qualifications and experience in providing the same or similar services as outlined in the RFP. This description should include the names of the person(s) who will provide the services, their qualifications, and

the years of experience in performing this type of work/services. Include resume of the designated representative that will be assigned to this contract upon award.

- A. Qualifications of owning entity, if applicable, including number of years in personnel services
- B. Qualifications of corporate office, if applicable, including number of years in service.
- C. Qualifications of local office, if applicable, including number of years in business
- D. Qualifications of recruiters and vendor staff
- E. Provide client statistics including:
  - a. number of clients
  - b. dollar amount of client contracts
  - c. number of temporary staff employed by clients
  - d. geographic spread
  - e. number of local offices, if applicable
  - f. location of Fayetteville offices

No Exceptions to RFP: Contractor is advised that exceptions to any terms and conditions contained in this RFP must be stated with specificity in its response to the RFP. The points available under this criterion may be deducted if the Proposer takes exception to any language to this RFP package.

After reviewing the submission of written proposals, two to three vendors will be selected and invited to interview, based on their proposal submissions. No meetings with vendors will be accepted prior to the selection for interviews.

### **Interview**

- Anticipated interview date for selected contractor(s) will be held on Wednesday May 23, 2018.
- Describe what sets your agency apart from other staffing agencies, and why and how you are qualified to handle the CNS as a client.
- Discuss your agency's ability and success rate at placing long-term temporary assignments. Describe any metrics your agency has in place to track time to fill, and quality of hire.
- Discuss the process or policy regarding replacing a temporary employee (e.g., temporary employee exhibits excessive absenteeism, tardiness, personality conflicts, or other employee relations issues).
- Describe the type (e.g., online or manual timecards) and general process of timecard reporting.
- Identify the processes or procedures available for weekly, bi-monthly, or monthly invoicing, including summaries or reports available for each pay cycle.
- Indicate whether you will be able to provide CNS with customized billing to accommodate the following: invoice broken out by work site (school), with a copy of employee timesheet(s).
- Provide a list of reports that your agency has the ability to readily produce for CNS. Describe the process required and standard timeframe needed for any ad hoc reporting requested by CNS. Note: CNS's fiscal year is July 1 to June 30.
- Provide written verification certifying that all temporary employees provided by your agency will be considered employees of your agency and that your agency will be responsible for maintaining, at all times, suitable minimum insurance coverage and all payroll taxes covering each person whose services you provide to the CNS.

## REQUEST FOR PROPOSAL

### FOR CUMBERLAND COUNTY SCHOOLS NONPROFIT CHILD NUTRITION PROGRAM

#### STANDARD TERMS AND CONDITIONS

##### **A. Scope and Purpose**

It is the intent of the SFA to contract with an interested party or parties to provide temporary staffing services as needed for the Cumberland County School's nonprofit Child Nutrition Program.

The section titles contained in this Standard Terms and Conditions document are for convenience and reference only, and in no way define, describe, extend, or limit the scope or intent of the provisions of any section of this document.

Unless otherwise stated, any listing of factors or criteria in this document does not constitute an order of preference or importance.

The term "Contract," as used in this document, means the comprehensive collection of:

- a) this Standard Terms and Conditions document, including any attachments and or amendments thereto,
- b) the Item Specifications included in the RFP and any subsequent addenda thereto,
- c) the contractor's signed Proposal Certification, which must be completed, signed by an authorized representative of the offering entity, and returned with the contractor's response, along with this ENTIRE Terms and Conditions document and all other forms and information collection pages included with this RFP,
- d) the contractor's response to the RFP,
- e) the contractor's Notice of Award document, and
- f) any additional terms, conditions, or instructions issued by the SFA.

Collectively, these documents represent the entire agreement between the parties.

##### **B. Contract Time Period**

The time period for services covered by a Contract resulting from an award under this RFP is stated in the Proposal Certification. The SFA reserves the right to award the Contract to a vendor for a longer initial term period than the time period stated in the Proposal Certification if it is determined to be in the best interest of the SFA. Unless otherwise indicated in these Standard Terms and Conditions, all pricing will be firm throughout the entire contract period.

Upon mutual written agreement of both parties, this Contract may be extended beyond the expiration of the contract time period in accordance with the Standard Terms and Conditions document entitled "Extension Clause."

The transfer, assignment, or subcontracting of contracts is prohibited, and the contractor agrees not to sell, assign, transfer, convey, or subcontract any portion of this contract resulting from this RFP without the prior written consent of the SFA.

### **C. Addenda**

In the event that any changes to this RFP occur subsequent to the mailing or other delivery of the original RFP, the changes or corrections to this Proposal request will be made by addendum, and any updated information contained in any addendum will prevail over the information contained in the original RFP or any previous addendum. Each addendum will be distributed to all entities that are known to have received a copy of this RFP. The SFA is the sole authority for the issuance of any addendum related to this RFP. Any communications from any person or entity other than the SFA regarding any matters related to this proposal are invalid and will have no influence on this RFP.

Each addendum must be acknowledged on the acknowledgement form provided with the addendum. Any required acknowledgement form must be submitted along with the submission of any proposal response.

### **D. Product Specifications**

Catalog numbers, brand names, or manufacturer's product or reference numbers used in the item specifications are intended to be descriptive, not restrictive. These references, as well as "approved brands" listed, are intended to identify and indicate the type of product being sought, and establish the level of quality desired. If any conflict exists in the item specifications between the product descriptions and any brand names or model or reference numbers used, the product descriptions will override the brand names or model number references.

In most cases, proposals on brands of equivalent nature and quality will be considered, provided they are regularly produced products from a reputable manufacturer. However, in some cases, the SFA may find it advantageous to standardize equipment and/or supplies by manufacturer in order to achieve efficiencies in procurement, repair, and operation, to match existing stock, or to satisfy other requirements. In these cases, preferences will be given to the specific products identified as "approved brands" especially if all other evaluation factors are deemed to be equal. For this reason, where specific brands or models are identified, it is preferable for the contractor to propose the exact item specified, in addition to an alternate brand or model where desired.

\*If you discover or suspect error in the item specifications in this RFP, please note it as part of your proposal response.

### **E. Pricing**

All "Line Item" bids must be for a specific price for the unit of measure specified for that item. The offeror is responsible for clearly noting any differences in proposed packaging and/or units of measure in the bid response, and the offeror shall understand that if the item in question is awarded to the offeror, the quantity specified for that item will be adjusted to achieve an approximately equivalent amount of the product.

In cases where another price is requested for comparison purposes (e.g., "portion price" or "price per ounce"), such price is for comparison purposes only. Purchases will be made in

the increments of the unit of measure specified. In the case of any discrepancy or error in comparison price calculations, the price for the unit of measure specified will prevail. Excessive errors in comparison price calculations will be sufficient grounds for rejection of the entire bid.

“Discount from Catalog” RFPs requires a single discount percentage to be applied to all items in the offeror’s published catalog, which must be supplied with the bid response.

“Cost Plus” bids will not be accepted unless otherwise requested in this RFP.

Proposed prices must be firm for acceptance for at least 90 days from the bid opening date, unless otherwise specified in this RFP or in the offeror’s response.

If during the term of the Contract, a successful offeror’s net prices to any or all of its other customers in similar market circumstances for any of the same items awarded under this RFP are reduced below the contracted price, it is understood and agreed that the benefits of such price reduction shall be extended to the SFA

#### **F. Delivery and Transportation**

Unless otherwise noted in the Request for Bids/Proposals or the Purchase Order, or unless prior approval has been obtained from the SFA, all services shall be performed between the hours of 7:30 A.M. and 2 P.M. Monday through Friday, except holidays.

Repeated failure to comply with the service schedule will constitute a breach of Contract by the vendor, and may result in the initiation of actions covered in this Standard Terms and Conditions document entitled “Remedies for Non-Performance of Contract”, and “Contract Termination” and the associated financial impacts attached thereto, as well as jeopardize any future business from the SFA.

#### **G. Warranties**

By submission of a proposal, the contractor warrants that he/she authorizes that all services proposed conform to the specifications for which they are being offered, and that all services supplied under any contract related to this RFP will be free from all defects in material, workmanship, and title.

A minimum of 90-days product guarantee or the manufacturer’s standard commercial warranty, whichever is greater, shall apply to all products purchased under this RFP. This warranty shall provide for replacement of defective merchandise from the SFA location and delivery of the replacement(s) to the same location. The warranty shall be effective from the date of acceptance of the merchandise.

#### **H. Insurance Requirements**

Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of this contract. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The Contractor shall at all times comply with the



offered, and may accept or reject any proposals in its entirety, or may reject any part of any proposal without affecting the remainder of that proposal, and may award the individual items on this proposal in any combination or any way to best serve the interests of its members as it perceives those interests to be in its sole discretion.

It is not the policy of the SFA to purchase on the basis of low proposal price alone. All proposal items are subject to evaluation and approval by the SFA. In evaluating the proposals received and determining the best value for the SFA, the SFA may consider any combination of the following criteria: (1) the purchase price; (2) the extent to which the goods and/or services meet the needs of the SFA; (3) the vendor's level of prior experience and reputation performing the specified services; (4) the vendor's past performance with the SFA; (5) the warranties offered and the vendor's warranty service history; (6) the vendor's location, service, and delivery capabilities; (7) the probability of continuous availability of the goods and/or services offered; (8) the impact on the ability of the SFA to comply with any applicable laws or rules; (9) the total long-term cost to the SFA to acquire the vendor's goods and/or services; (10) packaging or the products and in some cases preference is given to a vendor who provides all the components relative to the complete package, and (11) any other relevant factor that a public or private entity could consider in selecting a vendor.

It is understood that the SFA may use all means at their collective disposal to evaluate the proposals received on these criteria, and the final decision as to the best overall offer, both as to price and to suitability of the products and/or services offered to fit the needs of the SFA, will be made by the Child Nutrition Director, the SFA Purchasing Officer, the SFA Finance Officer and/or SFA designee.

The successful contractor(s) will be notified by "Notice(s) of Award" issued by the SFA.

The SFA reserves the right to require a performance bond as it is deemed necessary.

## **K. Regulatory Compliance**

1. The contractor and SFA mutually agree to comply with all applicable standards, orders or requirements issued pursuant to Section 306 of the Clean Air Act (42 USC 1857 [h]), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 117389 and Environmental Protection Agency regulations (40 CFR Part 15). Any violations thereof shall be reported to the Administrator for Enforcement or other appropriate authority. Each party shall not be responsible to the other for acts beyond its control or acts caused by the negligence of the other party.
2. The contractor agrees to comply with all mandatory standards and policies relating to energy efficiency as cited in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94 – 163).
3. The contractor 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.
4. The contractor shall comply with the following civil rights laws as amended: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CFR parts

15, 15a, and 15b; the Americans with Disabilities Act; and FNS Instruction 113-6, "Civil Rights Compliance and Enforcement in School Nutrition Programs".

5. The contractor shall comply with the "Buy American" provision for Contracts that involve the purchase of food and/or beverages as per 7 CFR Part 250.
6. The contractor shall comply with the provisions of the Consumer Product Safety Act.
7. The contractor shall complete and sign the *Certification of Independent Price Determination* form; *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion* form; and *Disclosure Form to Report Lobbying* and shall include these documents as part of the Agreement. (See Attachments)
8. E-Verify: Contractor shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if Contractor utilizes a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes.
9. The contractor shall abide by all applicable State and Federal laws and policies of the State Board of Education when providing services under this Contract.

#### **L. Withdrawal or Modification of Proposal**

Subject to the restrictions discussed below, the SFA will consider a WRITTEN request from any contractor that the proposal be allowed to be withdrawn, but ONLY IN ITS ENTIRETY, and ONLY UNTIL THE DUE DATE AND TIME FOR PROPOSAL SUBMISSION as stated in the Proposal Certification included with this RFP. A representative of the offering entity who is authorized to enter into contracts on behalf of the offering entity must manually sign any request for the withdrawal of any bid in ink, and the person signing the request must indicate his/her title along with his/her signature. No proposal may be withdrawn after the date and time that proposals are due as specified in the Proposal Certification. Only proposals that have been submitted consistent with the instructions relating to packaging and labeling of the proposal will be considered for withdrawal.

If there is any question in the mind of the SFA regarding the identity of the proposal or the identity of the offer relation to any request for the withdrawal of any proposal, the SFA will refuse to allow the withdrawal of the proposal. Withdrawal of any proposal allowed by the SFA will require the completion and signature of a written receipt by the contractor's representative satisfactory to the SFA before the proposal will be released. The decision of the SFA in relation to any matters concerning proposal withdrawal will be final.

If a contractor requests to withdraw a proposal and the SFA allows the withdrawal of the proposal, the contractor may resubmit the proposal, or submit a new proposal, up until the due date and time for proposal submission as stated in the Proposal Certification included with this RFP, provided any new submission meets all the qualifications of proposal submission included in these Standard Terms and Conditions.

If a contractor resubmits a proposal that was withdrawn and makes changes to any document in the proposal package, an authorized agent of the offering entity must initial all alterations made to any proposal document.



All proposals in possession of the SFA at the time bids are due shall be deemed final, conclusive, and irrevocable, and no proposal shall be subject to withdrawal, amendment, or correction after the due date and time for proposal submission as stated in the Proposal Certification included with this RFP.

#### **M. Substitutions**

The SFA will not accept any substitutes after items(s) have been awarded as specified, unless such substitutions are deemed to be in the best interest of the SFA, and unless prior agreements have been reached and reduced to writing regarding such substitutions. Substituting without the prior approval of the SFA will constitute a breach of contract by the vendor which may result in the initiation of actions covered in this Standard Terms and Conditions document entitled "Remedies for Non-Performance of Contract, and Contract Termination" and the associated financial impacts attached thereto, and may jeopardize any future business from the SFA.

#### **N. Deviations from Item Specification or Standard Terms and Conditions**

Any and all limitations, expectations, qualifications, special conditions, or deviations from these Standard Terms and Conditions or any of the item specifications, including the offering of any alternate to the "approved brand and/or model" (where identified) must be clearly noted in detail by the contractor at the time of submission of the proposal. The absence of such limitations, exceptions, qualifications, special conditions, or deviations being submitted in writing with the contractor's response will hold the contractor accountable to the SFA to perform in strict accordance with all these Standard Terms and Conditions and all the item specifications as written, including any such limitations, exceptions, qualifications, special conditions, or deviations with the proposal response may place the contractor at a competitive disadvantage or otherwise prevent the SFA from considering the affected items(s).

Any deviation from any of the item specifications, including the delivery of any product other than the specific brand and model of the product awarded, will be grounds for rejection of the product(s) when delivered, and will expose the vendor to the remedies identified in this Standard Terms and Conditions document entitled "Remedies for Non-Performance of Contract, and Contract Termination" and may jeopardize future business from the SFA.

#### **O. Contract and Purchase Order Requirements**

A response to the RFP is an offer to contract with the SFA based upon the Item Specifications and the Standard Terms and Conditions contained in the RFP. Offers do not become contracts unless and until they are both accepted by the SFA through an Award Notice to the contractor, and put into effect by the issuance of a Purchase Order(s) signed by an authorized representative of the SFA.

This contract shall collectively include (1) the Standard Terms and Conditions and the Item Specifications included in the RFP and any subsequent addenda thereto, (2) the contractor's signed Proposal Certification and any subsequent addenda thereto, (3) the contractor's entire response to the RFP, (4) the contractor's Notice of Award document, (5) and any additional terms, conditions, or instructions contained in each individual Purchase Order. All the binding agreements should be submitted as part of the proposal packet. The contract shall be interpreted by and governed under the laws of the State of North Carolina.

All Invoices must reflect (a) the name and address of the vendor, (b) the name and address or delivery location of the receiving entity, (c) the appropriate Purchase Order Number, and (d) detailed descriptive information identifying the item(s) delivered, including quantity, item number, product code, item description, etc., and must include a properly signed copy of the delivery receipt. Invoices must be mailed directly to the SFA.

Notwithstanding the above, the payments stated on each individual Purchase Order will be the controlling factor in the determination of payment terms. Each Invoice should include the vendor's normal payment terms in the event that any Purchase Order fails to address the subject.

In any case, payment will be made only after services have been satisfactorily completed and equipment is left in good order, including the necessary documentation indicated above, and only after receipt of a correct Invoice form the vendor, including the necessary information indicated above.

At the option of the SFA, invoices with incorrect prices or other errors or inconsistencies will not be paid until corrected, whether by credit memo(s) or issuance of a corrected invoice. At the option of the SFA, invoices may be corrected upon receipt and payment may be made based upon their corrections.

#### **P. Remedies for Non-Performance of Contract, and Termination of Contract**

If the vendor cannot comply with the terms and conditions in fulfilling its Contract as anticipated, the vendor must supply the same products or services contracted from other sources at the contract price. The vendor's delay in the above will constitute the vendor's material breach of contract, whereupon the SFA may terminate the vendor's contract for cause as provided by the remainder of this section.

Unless this Contract is extended by mutual agreement of the parties beyond the expiration of the contract time period as stated on the Proposal Certification, this Contract shall terminate upon the expiration of the contract term as stated on the Proposal Certification.

If any delay or failure of performance is caused by a Force Majeure event as described in the Standard Terms and Conditions document entitled "Force Majeure," the SFA may, in its sole discretion, terminate this contract in whole or part, provided such termination follows the remaining requirements of this section.

Except as otherwise provided for within the Standard Terms and Conditions of this document, this Contract may be terminated in whole or in part by either party in the event of substantial failure by the other party to fulfill its obligations under this contract through no fault of the terminating party; provided that no such termination may be implemented unless and until the other party is given 1). at least thirty (30) days written notice (delivered by certified mail, return receipt requested) of intent to terminate, and 2). an opportunity for consultation with the terminating party, followed by a reasonable opportunity, of not more than ten (10) working days, to rectify the defects in products or performance, prior to termination.

Valid causes for termination of this Contract will include, but are not limited to:

- a) the vendor's failure to adhere to any of the provisions of the Standard Terms and Conditions of this RFP,
- b) the vendor delivering any product(s)/services(s) that fail to meet the Item Specifications included in this RFP relating to the awarded product(s)/service(s)
- c) the vendor delivering any substitution(s) of product(s)/service(s) different than those originally proposed and awarded without the prior written approval of the SFA,
- d) the vendor's failure to meet the required delivery schedules as identified in the contract documents, or
- e) the vendor's violation of any other provision contained within these Standard Terms and Conditions or any attachment thereto which provides for contract termination as a remedy.

Notwithstanding anything contained in this section, in the event of the vendor's breach of any provision in this contract, the SFA reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of its members, including, but not limited to, the purchase of other products of like type and quality from other sources in the open market. In the event the SFA elects to purchase other products/services from other sources, the SFA will invoice the vendor for any increased costs to the SFA, and the vendor agrees, by submission of a proposal response, to promptly pay any such charges invoiced.

In the event the SFA terminates this Contract, in whole or in part, for any reason provided for within the contract, the SFA reserves the right to award the canceled Contract, or any portion thereof, to the next lowest or most responsible contractor as it deems such award to be in the best interest of the SFA.

Any Contract termination resulting from any cause other than a Force Majeure event will be deemed valid reason for not considering any future bid from the defaulting vendor.

In the performance of this contract, time is of the essence and these Standard Terms and Conditions are of the essence.

#### **Q. Force Majeure Consideration**

The term Force Majeure shall include, but is not limited to, governmental restraints or decrees, provided they affect all companies in the vendor's industry equally and are not actions taken solely against the vendor; acts of God (except natural phenomena, such as rain, wind or flood, which are normally expected in the locale in which performance is to take place); work stoppages due to labor disputes or strikes; fires; explosions; epidemics; riots; war; rebellion; or sabotage.

The parties to this Contract will be required to use due caution and preventative measures to protect against the effects of Force Majeure, and the burden of proving that Force Majeure has occurred shall rest on the party seeking relief under this section. The party seeking relief due to Force Majeure will be required to promptly notify the other party in writing, citing the details of the Force Majeure event, and will be required to use due diligence to overcome obstacles to performance created by the Force Majeure event, and shall resume performance immediately after the obstacles have been removed, provided the Contract has not been terminated in the interim.

Delay or failure of performance, by either party to this contract, caused solely by the Force Majeure event shall be excused for the period of delay caused solely by the Force Majeure

event, provided the affected party has promptly notified the other party in writing. Neither party shall have any claim for damages against the other resulting from delays caused solely by Force Majeure.

The SFA will not be responsible for any costs incurred by the vendor because of the Force Majeure event unless the SFA has requested, in writing, that the vendor incur such costs in connection with any delay or work stoppage caused by the Force Majeure event, and the SFA has agreed in writing to incur such additional costs.

Notwithstanding any other provision of this section, in the event the vendor's performance of its obligations under this contract is delayed or stopped by a Force Majeure event, the SFA shall have the option to terminate this contract in accordance with the Standard Terms and Conditions document entitled "Remedies for Non-Performance of Contract, and Contract Termination." Furthermore, this section shall not be interpreted as to limit or otherwise modify any of the SFA's rights as provided elsewhere in this contract.

#### **R. Termination Without Cause**

The SFA and the Contractor may terminate this contract without cause. Written notice of termination must be sent via certified U.S. mail no later than thirty (30) days before termination date.

#### **S. Records Retention Requirements**

By signing this proposal, the contractor understands that the SFA, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to the specific contract, for the purpose of audits, examinations, excerpts, and transcriptions.

Additionally, the contractor must provide all documents as necessary for the independent auditor to conduct the SFA's single audit. The SFA will contract to have the single audit conducted as a regular, direct expense to the SFA; Child Nutrition funds may not be used for this purpose.

The contractor must retain pertinent records broken down by source, type, and category of beverages for a minimum of three years after the SFA makes final payments. In the event of any unresolved audit findings, the records shall be retained beyond the three (3) year period for as long as required for resolution of the issues raised by the audit.

#### **T. Venue**

This agreement will be construed and governed according to the laws of the State of North Carolina. Both parties agree that venue for any litigation arising from this contract shall lie in Cumberland County, North Carolina.

#### **U. Waiver**

No claims or rights arising out of a breach of this Contract can be discharged in whole or part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party.

## **V. Right to Assurance**

Whenever one party to this contract in good faith has reason to question the other party's intent to perform he may demand that the other party give a written assurance of his intent to perform. In the event that a demand is made and no assurance is given within five (5) days, the demanding party may treat this failure as an anticipatory repudiation of the contract.

## **W. Extension Clause**

This contract may be extended annually for up to four (4) additional years from the expiration of the Contract period, unless sooner terminated in accordance with the provisions of this Contract, if the vendor and the SFA mutually agree, and no increases in costs are incurred, and the maximum allowable escalation price is capped by the annual national consumer price index increase.

## **X. Proposal Acceptance**

The period for acceptance of this proposal will be thirty (30) calendar days unless a different period is indicated by the contractor.

## **Y. Protest Procedure**

Protests of awards exceeding \$10,000 in value must be submitted to the issuing Agency at the address given on Page 1 of this document. Protests must be received in this office within 10 calendar days from the date of the Contract award and provide specific reasons and any supporting documentation for the protest.

## **Z. Criminal Background Checks**

**LUNSFORD ACT:** The Vendor acknowledges that N.C. General Statute 14-208.18 prohibits anyone required to register as a sex offender under Article 27A of Chapter 14 of the General Statutes from knowingly being on the premises of any school. This prohibition applies to persons required to register under Article 27A who have committed any offense in Article 7A of Chapter 14 or any offense where the victim of the offense was under the age of 16 years at the time of the offense.

**CRIMINAL BACKGROUND CHECKS:** The Vendor shall conduct criminal background checks on each of its employees who, pursuant to this Agreement, engage in any services on Cumberland County Schools property or at Cumberland County Schools events. The Vendor shall provide documentation that criminal background checks were conducted on each of its employees prior to hiring, and shall refuse employment to any person convicted of a felony or any other crime, whether misdemeanor or felony, that indicates the person poses a threat to the physical safety of students, school personnel or others. Such check shall include an annual check of the State Sex Offender and Public Protection Registration Program, the State Sexually Violent Predator Registration Program, and the National Sex Offender Registry. Vendor shall not assign any employee or agent to provide services pursuant to this contract if (1) said worker appears on any of the listed registries; (2) said worker has been convicted of a felony; (3) said worker has been convicted of any crime, whether misdemeanor or felony, involving sex, violence, or drugs; or (4) said worker has engaged in any crime or conduct indicating that the

worker may pose a threat to the safety or well-being of student or school personnel. Cumberland County Schools reserves the right to prohibit any individual employee of Vendor from providing services on Cumberland County Schools property or at Cumberland County Schools events if Cumberland County Schools determines, in its sole discretion, that such employee poses a threat to the safety or well-being of students, school personnel or others.

**CUMBERLAND COUNTY SCHOOLS  
NONPROFIT CHILD NUTRITION PROGRAM**

**Proposal Certification**

Proposal Name: **Temporary Staffing Contract**

Contract Term: **July 1, 2018  
thru June 30, 2019**

Proposal Opening Date and Time:  
**May 17, 2018, 2:00 p.m.**

Location of Proposal Opening:  
**810 Gillespie St.  
Fayetteville, NC 28306**

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**Assurances regarding Legal and Ethical Matters**

By signing this bid, the offeror assures that:

- (1) he/she has read and understands all the terms and conditions in this document and agrees to be bound by them, and is authorized to submit bids on behalf of the offering entity,
- (2) the offeror has noted any and all relationships that might be conflicts of interest and included such information with his/her bid response,
- (3) the bid submitted conforms with all item specification, terms and conditions, and any other instructions, requirements, or schedules outlined or included in this RFP,
- (4) if this bid is accepted, in whole or in part, the offering entity will furnish any item(s) and/or services awarded to them under this RFP to the SFA at the proposed price and in accordance with the item specifications and the terms and conditions contained in this RFP,
- (5) the offering entity has, or has the ability to obtain, such financial and other resources, including inventories, as may be required to fulfill all the responsibilities associated with this bid,
- (6) the offering entity has a high degree of integrity and business ethics, and a satisfactory record of performances, and has not been notified by any local, state or federal agency with competent jurisdiction that its standing in any matters whatsoever would preclude it from participating in this bid, it would in no other way whatsoever be disqualified to propose or receive any award or contract related to this bid, and the offeror will comply with any reasonable request from the SFA to supply any information sufficient to substantiate the proposing entity's ability to meet these minimum standards,
- (7) concerning paragraph (6) above, the offering entity has identified and disclosed in this written bid any and all known suspected matters that would disqualify it from participating in this bid or receiving any award or contract related to this bid, recognizing that the offer's failure to identify and disclose any such matters constitutes its affirmation that no such matters exist, and that failure to disclose in this bid any such matters which do exist is a material breach of contract which would void the

submitted bid or any resulting contracts, and subject the offeror to removal from all procurement lists and possible criminal prosecution

- (8) the offering entity has obtained, and will continue to maintain during the entire term of this contract, all permits, approvals or licensed necessary for lawful performance of its obligations under this contract,
- (9) the prices, prompt payment discount terms, delivery terms, distribution allowances, and the quality and/or performance of the products offered in the bid are and will remain the same or better than those offered to the vendor's most favored customer under equivalent circumstances,
- (10) the offering entity will comply with all laws relating to intellectual property, will not infringe on any third party's intellectual property rights, and will indemnify, defend and hold the SFA and its members harmless against any claims for infringement of any copyrights, patents, or other infringements related to its activities under this contract,
- (11) the offering entity will maintain, at the offering entity's expense, any insurance necessary to protect the SFA and its members from all claims for bodily injury, death, or property damage that might arise from the performance by the offering entity or the offering entity's employees or its agents or any service required of the offering entity under this contract; however, the existence of such insurance will not relieve the offering entity of full responsibility and liability for damages, injury, death or loss as described or as otherwise provided for by law,
- (12) neither the SFA nor any of its members shall be liable to the offering entity for any damages (including, but not limited to, loss of profits or loss of business, or any special, consequential, exemplary, or incidental damages) in the event that the SFA declares the offering entity in default,
- (13) he/she understands that by signing the bid with any false statement is a material breach of the contract which will void the submitted bid or any resulting contract(s), and subject the bidder to removal from all procurement lists, and possible criminal prosecution,
- (14) Offerors must comply with the State of North Carolina Conflict of Interest requirement as defined in General Statutes, Chapter 14-234.

**Non-collusion Statement**

"The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid."

\*\*\*\*\*

PROPOSED PRICE(S):

All billable pricing associated with this proposal must be written below, and submitted per the instructions in the Request for Proposals prior to the submission deadline.

Pricing Information



**Employee**

- Billing mark-up rate: \_\_\_\_\_ %
- Hourly rate to be paid to employee: \$9.00
- Conversion period: \_\_\_\_\_ hours (minimum time employee must work prior to being eligible for hire by the SFA)

**Assistant Manager**

- Billing mark-up rate: \_\_\_\_\_ %
- Hourly rate to be paid to assistant manager: \$10.00
- Conversion period: \_\_\_\_\_ hours (minimum time employee must work prior to being eligible for hire by the SFA)

\*\*\*\*\*

Signing the Proposal Certification affirms that the original Request for Proposals has not been altered in any way and that the bidder agrees to all terms and conditions stated in this contract.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Position or Title of Authorized Representative

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-Mail address

**Bid Acceptance:**

The period for acceptance of this bid will be thirty (30) calendar days unless a different period is indicated by the offeror.

Cumberland County Schools  
Child Nutrition Services

\_\_\_\_\_  
Signature of SFA Authorized Representative

\_\_\_\_\_  
Printed Name of SFA Authorized Representative

\_\_\_\_\_  
Title of SFA Authorized Representative

EXHIBIT A



Operations Center  
810 Gillespie Street  
Fayetteville, North Carolina 28306  
(910) 678-2517

Job Description

**TITLE:** Child Nutrition Cafeteria Helper/Bus Driver

**QUALIFICATIONS:**

Ability to read and write, make simple calculations and follow oral and written directions.

Ability to learn and follow prescribed preparation methods of handling food and supplies.

Emotional stability and physical fitness to perform duties assigned.

Interest in food preparation and meal service

Interest in working with children

Personal standards of appearance and dress compatible with those required by Child Nutrition Services.

Ability to communicate, read and interpret recipes, work with others and independently

Must be able to speak and comprehend the English language.

**REPORTS TO:** Child Nutrition Cafeteria Manager

**JOB GOAL:** The employee provides direct services to the Child Nutrition Program according to established procedures and guidelines. The employee is responsible for carrying out the duties assigned by the Child Nutrition Cafeteria Manager.

**DUTIES AND RESPONSIBILITIES:**

- Follows written and oral instructions issued by management in a timely manner.
- Follows standardized recipes for all preparation.

- Practices sound sanitation and safety methods.
- Attends training meetings as instructed.
- Reports to work at designated time and remains on the job until dismissed by the Manager.
- Performs duties involved in the safe preparation and handling of food, cleaning and sanitizing of equipment and facilities, serving of food, and record keeping.
- Follows all policies of the Board of Education and instructions of the Manager relating to safety measures, sanitation practices, work techniques, and methods of performing other duties.
- Notifies Manager at the earliest possible time when unable to work.
- Assures a positive atmosphere and image of the Child Nutrition Program.
- Obtain and maintain a valid North Carolina Commercial Driver License with P and S endorsements.
- Performs other duties assigned by the management.

### **PHYSICAL REQUIREMENTS:**

- Must be physically able to perform the basic life operational functions of fingering, grasping, kneeling, sitting, walking, stooping, reaching, lifting, pushing, pulling, talking, seeing, hearing, and repetitive motion and stand for entire work day.
- Must be able to climb ladder.
- Must possess the visual acuity to work with data and figures, distinguish colors, and operate various kitchen equipment.
- Hand and finger dexterity for efficient food production.
- Auditory acuity at a level to hear telephone conversations, customer questions and concerns, and supervisor vocalized instructions.
- Must be able to express and exchange ideas by means of spoken word.
- Must be able to perform medium lifting exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Must be able to become a licensed school bus driver.

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

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish).

USDA is an equal opportunity provider and employer."

Under the Federal School Nutrition Program and USDA policy, discrimination is prohibited under the basis of race, color, national origin, sex, age or disability.

## EXHIBIT B

**TITLE:** Cafeteria Assistant Manager

**QUALIFICATIONS:** High School Diploma, GED, or related experience.  
 Ability to successfully complete of Cumberland County Assistant Manager Training.  
 Knowledge/understanding of Menu Planning, Recordkeeping and Computer Skills.  
 Working knowledge of the care and preparation of food in quantity food service.  
 Knowledge of basic mathematics and measurement conversions.  
 Ability to comprehend and apply verbal or written guidelines or directions.  
 Ability to inventory and record information correctly.  
 Communicates effectively with others.  
 Must be ServSafe certified or the ability to obtain upon hiring.  
 Performs other duties as assigned by the Executive Director.

**REPORTS TO:** Cafeteria Manager

**JOB GOAL:** The assistant manager supports the manager in following established procedures and guidelines. He/she may be assigned responsibility for receiving food, food production and service, cash and inventory accountability, and supervision of personnel. The assistant manager may substitute for the manager during absences.

**DUTIES AND RESPONSIBILITIES:**

**Recordkeeping**

- Production Sheet personnel assignments (manager's option).
- Complete Production Sheet for food prepared, leftover and served.
- Verify money. Verify and initial Cashier Sheet.
- Assist Manager with recordkeeping, verify invoice prices, payroll, end of month reports.
- Assists in verifying daily deposit.

**Food Production**

- Supervise food production and service to comply with meal times.
- Ensure central menus and standardized directions for recipes, food portions are followed.
- Oversee food preparation to ensure recipes are followed, correct amount is prepared, and food is prepared in a safe and sanitary environment.

- Complete central, choice and salad counts for lunch.
- Ensures leftover food is discarded or dated.

### **Food Ordering**

- Give input for weekly orders for all food and supplies needed (written or verbal).
- Inventory control and end of month inventory.
- Check in (verify quantity, quality and label) food/commodities/supplies.

### **Management**

- Supervise personnel.
- Provide on-site communication (in manager's absence) with school administration and staff to coordinate school activities such as field trips, invited guests.
- Assists in maintaining sanitation grade of 95% or above; implement high standards of cleanliness and sanitation.
- At the end of the day, ensures cafeteria areas are clean, sanitized and ready for the next day's activities.
- Inform manager about personnel matters.
- Promptly inform manager of the need to submit work orders.
- Cashier and maintain free/reduced accountability.
- Assist with implementation of marketing promotions.
- Generate reports and documents in Meals Plus and Nutrikids in manager's absence.
- Any other duties as assigned.

### **PHYSICAL REQUIREMENTS**

- Must be able to lift up to 50 pounds.
- Must be able to perform basic life operational functioning of lifting, climbing, reaching, standing, fingering, talking, hearing, and repetitive motion.
- Must have hand and finger dexterity for accurate computer functions.
- Auditory acuity at a level to communicate effectively with customers and employees in direct conversation as well as by telephone.
- Visual acuity to read and analyze information in hard copy or on computer screens.
- Must be able to express and exchange ideas effectively by spoken word.

### **SPECIAL REQUIREMENTS:**

- Must have and maintain a valid North Carolina Driver's License.
- Must be ServSafe certified or the ability to obtain upon hiring.
- Must maintain operational telephone.



**RETURN THIS DOCUMENT IN SEALED BID PACKET**

**Certification Regarding Debarment, Suspension, and Other  
Responsibility Matters – Primary Covered Transactions**

- 
- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) have not within a three-year period preceding this bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
  - (d) have not within a three-year period preceding this application/bid had one or more public transactions (Federal, State or Local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid.

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Company Name (Please Print)

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Signature of Authorized Representative

---

Date

## INSTRUCTIONS FOR CERTIFICATION

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

**CERTIFICATION REGARDING LOBBYING**

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

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

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

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

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FNS Grant/Cooperative Agreement

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Name/Address of Organization

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Name/Title of Submitting Official

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Signature

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/  
Date



## HUB Statement

The Cumberland County Schools Child Nutrition Services Department is committed to the State of North Carolina's Historically Underutilized Business (HUB) Program. Through the Office for Historically Underutilized Businesses, the Department strives to reduce barriers to HUB/MWBE participation in contracts for goods and services acquired. The Office for Historically Underutilized Businesses certifies firms under N.C. General Statutes 143-48, 143.128.2, and 143.128.4.

It is the policy of Child Nutrition Services to ensure non-discrimination on the basis of race, color, national origin, or gender, and support total inclusion in the award of any contract. It is the intent of Child Nutrition Services to create an equitable environment in which businesses can compete fairly for contracts financed with state funds. Child Nutrition Services shall take all reasonable and necessary steps to ensure non-discrimination in the administration of functions administered through the HUB Program.

Bidding companies that have been certified by the North Carolina Department of Administration as Historically Underutilized Business (HUB) entities are encouraged to indicate their HUB status when responding to this Bid Invitation.

\_\_\_ I certify that my company has been certified by the North Carolina Department of Administration as a Historically Underutilized Business (HUB). (Indicate below the type.)

Minority       Small Business       Woman Owned

\_\_\_ My company has NOT been certified by North Carolina as a Historically Underutilized Business (HUB).

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Company Name (Please Print)

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Signature of Authorized Representative

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

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

Cumberland County Schools  
Child Nutrition Services  
Deviations/Compliance Form

If the undersigned offeror intends to deviate from the Standard Terms and Conditions or Items Specifications listed in this request for bid, all such deviations must be listed on this page, with complete and detailed conditions and information included or attached. The SFA will consider any deviations in its proposal award decisions, and the SFA reserves the right to accept or reject any proposal based upon any deviations indicated below or in any attachments or inclusions.

In the absence of any deviation entry on this form, the offeror assures the SFA of their full compliance with the Standard Terms and Conditions, Item Specifications, and all other information contained in this Request for Proposal.

No Deviations

Deviations as listed

List any deviations your company is submitting below:


\_\_\_\_\_  
Company Name (Please Print)

\_\_\_\_\_  
Signature of Authorized Representative