Albert Gallatin Area School District

FOOD SERVICE
DEPARTMENT
2625 Morgantown Road
Uniontown, PA14501
724-564-7190 ext. 8123
Troy Golden
Food Service Director

INFORMAL PROCUREMENT REQUEST SECONDARY FOOD

ALBERT GALLATIN AREA SCHOOL DISTRICT FOOD SERVICE DEPARTMENT INVITES YOUR FIRM TO SUBMIT PROPOSALS FOR:

SECONDARY FOOD

RFP MUST BE DELIVERED BY: Wednesday July 2, 2025 by 2:00 p.m. EST

RFP MUST BE DELIVERED TO: Albert Gallatin School district
2625 Morgantown Road
Uniontown, PA 15401
Attn: Troy Golden, Food Service Director

Submit with your proposal all pages that require signatures and/or initials and all required forms
Failure to do so may result in disqualification of your proposal.

The Albert Gallatin Area School District Food Service Department will be accepting Request for Proposals for a **SECONDARY FOOD SUPPLIER** for the school district cafeterias in 9 buildings. The Food Service Department participates in the Pittsburgh Regional Food Service Directors' bid; however, a secondary supplier must be secured for items not covered on that bid per USDA Procurement Regulations

Proposals shall be received no later than Wednesday **July 2, 2025 at 2:00 p.m. EST**

Proposals must be plainly marked on the outside of the envelope:
AGASD SECONDARY FOOD & SUPPLIES BID- PRODUCE

Faxed or emailed proposals will not be accepted. Only proposals received by the date and time specified will be considered.

Amount of Award: We are relying on historical data to estimate the total amount of this contract award to be approximately $50,000 to $100,000.

Contract Term:
The award period will begin in **August 2025** when award is announced and end on **June 30, 2026.** There will be a one-year renewal option for the 26-27 school year.

1. PREPARATION OF BID

- The District invites bids from qualified bidders, to be submitted to the District at such time and place as is stated in the Request, not later than **July 2, 2025 at 2:00 P.M.**
- Bids must be made on the Product Quotation Sheets included in this invitation for bids along with the Bid Form. All items on the form should be filled out. Numbers should be stated in monetary figures, and the signatures of all individuals, where requested, must be in long hand. Bid Form must be signed by a responsible officer of the bidder in order to be considered.
- The completed form should be without interlineations, alterations, or erasures.
- Bidder must insert unit price for each item on the attached Product Quotation Sheets. More than one unit price inserted for any one item may result in the rejection of the bid unless alternate bids are specifically requested.
- For each item bid **that is not the identical product requested**, a spec sheet for the item bid must be attached.
- All prices and quotations must be in blue ink. No pencil figures or erasures permitted.
- Quote on each item separately. Prices must be stated in units specified herein or trade standard.
- Each item must be considered separately and not in combination with other items unless otherwise specified on proposal form by the District. In case of error, unit prices will govern and extensions will be corrected.
- Submit one copy of this entire document with each page initialed to signify agreement to all terms by officer or employee authorized to respond and return with bid response.

2. SPECIFICATIONS AND CONDITIONS

CANCELLATION

The District shall have the right to cancel, for default, all or any part of this contract, if the Contractor breaches any of the terms hereof including warranties of the Contractor or if the Contractor becomes insolvent or commits acts of bankruptcy. Such right of cancellation is in addition to and not in lieu of any other remedies which the District may have in law or equity.

TERMINATION FOR CAUSE

When federal funds are expended by the District, the District reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

A. The District reserves the right to terminate the contract, without penalty, with awarded Bidder within sixty (60) days and negotiate with other Bidders of the same or future RFP if the awarded Bidder's product is deemed unacceptable by the student body.
B. If in the best interest of the District, the District reserves the right to accept or reject any and all bids or portions thereof and issue a new RFP, or take other any action as District deems appropriate to secure suitable pricing and/or services, without penalty.
C. Should the awarded Bidder fail to maintain its obligations under this RFP at any time during the course of the award period, the District reserves the right to refer to line B above and terminate the contract with the Bidder.

The Bidder has the right to withdraw its bid if the District changes the type of award as described in this RFP. The Bidder will give the District a 60-day notice prior to any stop in service in order to rectify issues or negotiate additional terms with the Bidder for continuance of service to the District.

FOOD LAWS

Distributor shall be expected to operate in accordance with all applicable laws, ordinances, regulations and rules of federal, state, and local authorities, including but not necessarily restricted to, a HACCP plan. The District may inspect Selected Distributor's facilities and vehicles. Selected Distributor must have documented its company's compliance with Good Agricultural Practices (GAPs), Standard Operating Procedures (SOPs), Sanitary Standard Operating Procedures (SSOPs) and Good Management Practices (GMPs) for farm and field operations, packing facilities, cold storage operations, produce shippers, and their distribution facilities, if appropriate. Distributor shall comply with Pennsylvania Consolidated Food Licensing Laws.

Upon request from School, Distributor shall provide:

- Letter of guarantee of compliance with food safety laws and truck temperature logs.
- Latest facility inspection forms and comments from applicable federal, state and local agencies.
- Procedures for food safety and sanitation, including procedures used for product holds or recalls.

FOOD RECALL

Distributor shall be expected to voluntarily comply with all federal, state, and local mandates regarding the identification and recall of foods from the commercial and consumer marketplace. Distributor shall have a process in place to effectively respond to a food recall. The process must include accurate and timely communications to the District and assurance that unsafe products are identified and removed from District sites in an expedient, effective, and efficient manner. Selected Distributor will be expected to maintain all paperwork required for immediate and proper notification of recalls for full and split cases. Distributor will define their policy and procedures for handling food recalls on a separate document to be submitted along with bid.

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 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), "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.

USE OF SMALL, MINORITY, AND WOMEN'S BUSINESSES (7 CFR 3019.1 (1); 225.17(D) AND 2 CFR PART 200.321.

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. If a formal RFP is issued, the school may choose to award additional points to these businesses.

Affirmative steps must include: Placing qualified small and minority businesses and women's business enterprises on solicitation lists; Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources; 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; Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; 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 Requiring the prime contractor, if

subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

BUY AMERICAN

As required by the Buy American provision, all products must be of domestic origin as required by 7 CFR Part 210.21(d).
The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for Program meals. 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 Part 210.21(d). Exceptions to the Buy American provision should be used as a last resort; however, an alternative or exception may be approved upon request. To be considered for the alternative or exception, the request must be submitted in writing to the district contact, a minimum of 5 day (s) in advance of delivery. The request 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 domestic alternative substitute (s) in relation to the quantity ordered. b) Reason for exception: limited/lack of availability or price (include price): iii) Price of the domestic food product; and iv) Price of the non-domestic product that meets the required specification of the domestic product.

FORCE MAJEURE

If, by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Contract then such party shall give notice and full particulars of such Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended for only thirty (30) days during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.
The term Force Majeure as employed herein, shall mean acts of God,
strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or the State of Pennsylvania or any civil or military authority, insurrections, riots, epidemics, landslides, lightning, earthquake, fires, hurricanes, storms, floods, washouts, droughts, arrests, restraint of government and people, civil disturbances, explosions, breakage or accidents to machinery, pipelines, or canals. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty. If a party is unable to comply with the provisions of this contract by reason of Force Majeure for a period beyond 30 days after the event or cause relied upon, then upon written notice after the thirty (30) days, the District reserves the right to cancel this contract without any further liability.

MODIFICATIONS

This contract can be modified only by a written agreement addendum signed by both of the parties or their duly authorized agents.

COMPLIANCE WITH EQUAL EMPLOYMENT OPPORTUNITY REGULATIONS

Albert Gallatin Area School District requires compliance with executive order 11246, entitled Equal Employment Opportunity, as amended by executive order 11375, and as supplemented in Department of Labor regulations (41 CRF Part 60).

RETENTION OF AND ACCESS TO RECORDS

The Contractor shall retain any books, documents, papers, and records that are directly pertinent to the contract. The Contractor shall keep the said materials available for audit, examination, excerpt, and transcription to the district, sub-grantee or grantee of funds, or their authorized representatives, for a period of five (5) years following termination of the contract.

NON-DISCRIMINATION STATEMENT

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) E-mail: program.intake@usda.gov.

BYRD ANTI-LOBBYING AMENDMENT CONTRACT REQUIREMENTS

Contractor and all subcontractors shall certify that they have complied with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) and 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.

Contractor and each Subcontractor shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. The successful Contractor will be required to complete and submit the attached "CERTIFICATION REGARDING LOBBYING" form, and the attached "DISCLOSURE OF LOBBYING ACTIVITIES" form, if applicable as a part of the final Contract.

DELIVERY LOCATIONS AND PIGGYBACKING

The District reserves the right to add schools or other institutions that fall under its operations or it may acquire during the course of an award under this RFP with no change in terms. Up to 3 non-affiliated school district institutions may be added to this contract during its term.

OTHER TERMS AND CONDITIONS:

- Vendor to be able to provide delivery minimum of one day per week but preferably two days.
- Please note any items that are special order. **Items for the purpose of this bid are expected to be stocked items.** Non-stocked items will be reflected in final scoring.
- Equal items may be quoted where "No Subs" is not noted.
- Vendor to have computerized, online ordering available.
- District reserves the right to discontinue use of a product on the quotation sheet with notice given to the winning distributor. Winning distributor must give sufficient notice for discontinuation of items for which they have been awarded.

EVALUATION FACTORS FOR AWARD

In determining whom to award a contract, the district shall score the following items:

1. Price - 60%

2. The reputation of the contractor and of the contractor's goods or services – 10%

3. The number of items with bid responses and/or stocked items – 10%

4. The extent to which the goods or services meet the district's needs – 10%

5. The contractor's past relationship with the district – 10%

6. And any other relevant factor specifically listed in the request for bids or factors the District deems to be in the best interest of the District (additional percentage points may be added).

Past Relationship:

Have you done business with Albert Gallatin Area School District in the past 5 years:_____(Yes or No)

PROPOSAL SUBMISSION:

Proposals, when submitted, must include the following:

a. Bidders must fill in all blank columns on price quote items being bid such as unit price. This information must be clear and concise. Total column will automatically calculate and will be locked down on electronic spreadsheets.

b. Bids must be made on the above bid proposal form.

c. Facsimile bids will not be accepted.

d. Bids received after the time and date indicated will not be accepted and will be returned to the bidder unopened.

e. Questions in regards to this bid must be submitted by email to the Food Service Director for clarification to *troy.golden@agasd.org*

f. The District reserves the right to reject any and all bids and/or to make partial awards on individual items as they may appear to be most advantageous to the District. This bid may be awarded in whole or in part based on the outcome of scoring and results as submitted by bidders up to a maximum of two suppliers.

g. During the performance of this contract, the bidder agrees not to discriminate against any employee or applicant for employment because of race, color, national origin, age, religion, gender, marital or veteran status, or handicapping condition.

h. Checklist for return:

( ) Bid Quotation Request
( ) Authorization Form
( ) References, if applicable
( ) Appendix A Debarment or Suspension
( ) Appendix B Non Collusion
( ) Appendix C Lobbying Certification
( ) Appendix D Lobbying Activities
( ) Copy of solicitation (Cover Sheet, page 1, to Proposal Submission, page 7, with each page initialed
( ) Spec sheets for Equal items bid if not item specified

NOTE: THE ENTIRE SOLICITATION DOCUMENT WILL CONSTITUTE THE CONTRACT WHEN AWARDED. CONTRACTORS ARE STRONGLY ENCOURAGED TO FULLY FAMILIARIZE THEMSELVES WITH THE DOCUMENT BEFORE OFFERS ARE SUBMITTED.

Please complete all of the following forms and submit as part of your proposal.

AUTHORIZATION FORM

Any deviations of the terms/conditions and /or specifications must be submitted in your company letterhead on a separate sheet.

By submitting the "Proposal Form", I fully understand the terms and conditions and proposal specifications and will fully execute them if I am awarded this proposal.

I AFFIRM THAT I AM DULY AUTHORIZED TO SIGN ON BEHALF OF THE COMPANY AS A REPRESENTATIVE AND AGREE TO THE CONDITIONS OF THIS REQUEST FOR PROPOSAL.

Company:
Authorized Representative Signature:
Authorized Representative Print:
Title:
Address:
City, State, Zip:
Area Code/Telephone:
Area Code/Fax:
Email Address:

REFERENCE INFORMATION FORM

Vendors must submit a list of at least three (3) references from which vendor has provided like service **if they have not had business with Uniontown Area School District in the past 5 years.** All others may disregard. Educational and governmental agencies are preferred. This list may be placed in a separate envelope and labeled "PROPRIETARY" AND IS NOT SUBJECT TO PUBLIC VIEW. Failure to provide references may be cause for the bid to be considered non-responsive.

Contact Name:
Organization or Company:
Phone:
Email:
Length of Service:
Description of Service Provided:

Contact Name:
Organization or Company:
Phone:
Email:
Length of Service:
Description of Service Provided:

Contact Name:
Organization or Company:
Phone:
Email:
Length of Service:

Description of Service Provided:

Appendix A

DEBARMENT OR SUSPENSION CERTIFICATION FORM

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transaction to parties that are suspended or debarred or whose principals are suspended or debarred as required by (2 CFR 180). Entities ineligible for federal procurement are listed at http://www.epls.gov.

By submitting this offer and signing this certificate, the proposer certifies the company and principals:

1. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

2. Have not, within a three-year period, preceding this proposal 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;

3. 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 (2) of this certification;

4. Have not, within a three-year period, preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default; and

5. Are not presently listed on the Federal Government Terrorism Watch List as described in Executive Order 13224.

The inability of a proposer to provide the certification required will not necessarily result in denial of participation in this covered transaction. The proposer shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the District's determination whether to enter into this transaction. However, failure of the proposer to furnish a certification or an explanation shall proposal reason for disqualification from participation in this transaction.

The proposer shall provide immediate written notice to the District if at any time the proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstance.

Proposer's Name_____

Proposer's Address_____

Proposer's Telephone_____

Authorized Company Official's Name (Printed) _____

Signature of Company Official_____

Date_____

Appendix B
AFFIDAVIT OF NON-COLLUSION

Bids will not be considered unless this affidavit is fully executed including the affidavit of the notary and the notarial seal.

This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S., 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.

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

I state that:

1. The price(s) and amount of this Offer have been arrived at independently and without consultation, communication or agreement with any other Proposer or potential Proposer.

2. That neither the price(s) nor the amount of this Offer, and neither the approximate price(s) nor approximate amount of this Offer, have been disclosed to any other firm or person who is a Proposer or potential Proposer, and they will not be disclosed before Solicitation opening.

3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit an Offer higher than this Offer, or to submit any intentionally high or noncompetitive Offer or other form of complementary Offer.

4. The Offer of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Offer.

5. _____ (name of firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted of or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as described in the attached appendix.

6. I state that_____ (name of firm) understands and acknowledges that the above representations are material and important, and will be relied on by the District in awarding the contract(s) for which this Offer is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the District of the true facts relating to the submission of Offers for this contract.

_____
(Authorized Signature)

_____
(Name of Company/Position)

Sworn to and subscribed before me this _____ day of _____, 20___.

Notary Public_____

My Commission Expires:

_____

Appendix C

LOBBYING CERTIFICATION FORM

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress , an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of 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 undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned 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 is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed under 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 such failure.

THIS FORM MUST BE SIGNED AND DATED EVEN IF NO ACTIVITY

SIGNATURE: _____

TITLE: _____

DATE: _____

Appendix D

DISCLOSURE OF LOBBYING ACTIVITIES

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

Approved by OMB
0348-0046

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

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

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. 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 followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance
(CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and
    Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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

ATTACHMENT E

Delivery Characteristics

Schools and other locations requiring delivery are listed below, with their delivery requirements and characteristics.

SCHOOL NAME	ADDRESS	PHONE	HEAD COOK	DELIVERY FREQUENCY
Adelphoi Village	1152 Township Road Uniontown, PA 15401	724-564-9761	Jennifer Whoolery	2 or 3/ Week
AL Wilson	100 AL Wilson Drive Fairchance, PA 15436	724-564-976	Dawn Davis	2 or 3/week
Friendship Hill	218 New Geneva Road Point Marion, PA 15474	724-725-9515	Susan Bartock	2 or 3/week
Masontown Elem	201 Spring Lane Masontown, Pa 15461	724-583-1091	Susan Lipscomb	2 or 3/week
AG North Middle School	113 College Ave McClellandtown, PA 15458	724-737-5423	Marlene Pike	2 or3/week
AG High School	1119 Township Drive Uniontown, PA 15401	724-564-2024	Valerie Bittinger	2 or 3/ week
George Plava Elem.	120 Puritan Road McClellandtown, PA 15458	724-737-5424	Saunie Jones	2 or 3/ week
Smithfield Elem.	23 Liberty Street Smithfield PA 15478	724-569-9570	Barb Duley	2 or 3/ week
AG South Middle	224 New Geneva Road Point Marion, PA 15474	724-725-5241	Rebecca McCann	2or3/ week

Delivery Times: Delivery's must between the hours of 7:00am and 12:30pm Monday thru Friday.

ATTACHMENT
F
Produce
Items

DESCRIP	Pricing
-	-
Broccoli Florets 3lb bag	
Cauliflower 3lb bag	
Romaine/ Iceberg Salad Mix 5lb Bag	
CELERY STICKS 5lb Bag	
SPINACH – 3 LB BAG	
Shredded Lettuce 4/5#/ cs	
Tomato – Regular	
Grape Tomato –	
Green Peppers	
Red Peppers	
Onions (Red)	
Cucumber	
Baby Carrots 4 oz bags	
COLE SLAW – 5 LB	
163/cnt Apples	
163/cnt Oranges	
Petite Bananas	
Grapes Red or Green	
Strawberries	
Oranges 138ct	