



## Event # 190-1

**Name:** After-School Snack Provider

**Description:** The City of Fort Lauderdale, Florida (City) is seeking bids from qualified, experienced, and licensed firm(s), hereinafter referred to as the Contractor or Bidder, to provide After School Snacks for the City at seven (7) locations, in accordance with the terms, conditions, and specifications contained in this Invitation to Bid (ITB).

To be eligible for award of a contract in response to this solicitation, the Contractor must be an approved caterer listed on the Department of Children and Families (DCF), Child Care Food Program (CCFP) Caterer List.

IN THE EVENT OF ANY CONFLICT OR DISCREPANCY BETWEEN BID/PROPOSAL PRICE(S) SUBMITTED BY BIDDER/PROPOSER ELECTRONICALLY INTO THE CITY'S ON-LINE STRATEGIC SOURCING PLATFORM UNIT PRICE FIELD(S), ANY OTHER FORMS OR ATTACHMENTS (WHETHER PART OF THE CITY'S SOLICITATION DOCUMENTS OR DOCUMENTS CREATED AND UPLOADED BY THE BIDDER/PROPOSER), OR ANOTHER SECTION/FIELD OF THE SYSTEM, THE ONLINE UNIT PRICE(S) INPUTTED ELECTRONICALLY INTO THE SYSTEM BY BIDDER/PROPOSER SHALL GOVERN.

The initial contract term shall commence upon final execution of the contract by the City and shall expire one (1) year from that date or the day after the current contract expires, whichever is later. The City reserves the right to extend the contract for three additional one-year terms providing all terms conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the City.

**Buyer:** ROSE, HEATHER

**Status:** Pending Award

**Event Type:** IFB

**Currency:** USD

**Sealed Bid:** Yes

**Respond To All Lines:** Yes

**Q & A Allowed:** Yes

**Number Of Amendments:** 1

**Display Bid Tabulation:** Display When Event Closed For Bidding Or Canceled

## Event Dates

**Preview:**

**Q & A Open:** 10/27/2023 03:10:00 PM

**Open:** 10/27/2023 03:00:00 PM

**Q & A Close:** 11/06/2023 05:00:00 PM

**Close:** 11/15/2023 02:00:00 PM

**Dispute Close:**

## Questions

Question	Response Type	Attachment
Did you complete the required documents?	Yes No Text	Required Documents.pdf

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### Attachments

Name	Attachment
General Conditions	General Conditions.pdf
Exhibit 1	Exhibit 1 - Important CCFP Documents.pdf
Specifications	Event 190 Specifications.pdf

### Contacts

Name	Email Address
HEATHER ROSE	hrose@fortlauderdale.gov

### Commodity Codes

Commodity Code	Description
952-30	Delivered Meals (Including Shelf Stable Meals and Congregate

### Line Details

#### Line 1: After School Snacks for ages 1-5

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**Description:** After School Snack Program, Ages 1-5

Bidder shall provide a per unit price for one snack per child per day. Estimated number of snacks per day is 20.  
Estimated number of serving days per year is 180. 20 snacks X 180 days = 3,600 total annual estimated snacks.

**Item:** AGES 1 - 5 After School Snacks for ages 1-5

**Long Item** After School Snack Program, Ages 1-5

**Description:** Bidder shall provide a per unit price for one snack per child per day. Estimated number of snacks per day is 20.  
Estimated number of serving days per year is 180. 20 snacks X 180 days = 3,600 total annual estimated snacks.

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**Commodity Code:** 952-30 Delivered Meals (Including Shelf Stable Meals and Congregate

**Quantity:** 3,600.0000

**Unit of Measure:** EA

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges Allowed:** No

### Line 1 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	After School Snack Program, Ages 1-5 Bidder shall provide a per unit price for one snack per child per day. Estimated number of snacks per day is 20. Estimated number of serving days per year is 180. 20 snacks X 180 days = 3,600 total annual estimated snacks

## Line 2: After School Snacks for Ages 6-12

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**Description:** After School Snack Program, Ages 6-12  
Bidder shall provide a per unit price for one snack per child per day. Estimated number of snacks per day is 430.  
Estimated number of serving days per year is 180.  
430 snacks X 180 = 77,400 total annual estimated snacks.

**Item:** AGES 6-12 After School Snacks for Ages 6-12

**Long Item Description:** After School Snack Program, Ages 6-12  
Bidder shall provide a per unit price for one snack per child per day. Estimated number of snacks per day is 430.  
Estimated number of serving days per year is 180.  
430 snacks X 180 = 77,400 total annual estimated snacks.

**Commodity Code:** 952-30 Delivered Meals (Including Shelf Stable Meals and Congregate

**Quantity:** 77,400.0000

**Unit of Measure:** EA

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges Allowed:** No

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Line 2 Comments		
Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	After School Snack Program, Ages 6-12 Bidder shall provide a per unit price for one snack per child per day. Estimated number of snacks per day is 430. Estimated number of serving days per year is 180. $430 \text{ snacks} \times 180 = 77,400$ total annual estimated snacks.

## SECTION I – INTRODUCTION AND INFORMATION

### 1.1 Purpose

The City of Fort Lauderdale, Florida (City) is seeking bids from qualified, experienced, and licensed firm(s), hereinafter referred to as the Contractor or Bidder, to provide After School Snacks for the City at seven (7) locations, in accordance with the terms, conditions, and specifications contained in this Invitation to Bid (ITB).

### 1.2 Point of Contact

For information concerning procedures for responding to this solicitation, contact Procurement Specialist, Heather Rose, at (954) 828-5142 or email at [HRose@fortlauderdale.gov](mailto:HRose@fortlauderdale.gov). Such contact shall be for clarification purposes only.

For information concerning technical specifications, please utilize the question / answer feature provided by the City's on-line strategic sourcing platform. Questions of a material nature must be received prior to the cut-off date specified in the ITB schedule. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum. Bidders please note: No part of your bid can be submitted via FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a bid will be considered evidence that the Bidder has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire bid response must be submitted in accordance with all specifications contained in this solicitation. The questions and answers submitted in the City's on-line strategic sourcing platform shall become part of any contract that is created from this ITB.

### 1.3 Pre-bid Conference and/or Site Visit

There will not be a pre-bid conference or site visit for this ITB.

It will be the sole responsibility of the Bidder to become familiar with the scope of the City's requirements and systems prior to submitting a bid. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a bid will be considered evidence that the Bidder has familiarized themselves with the nature and extent of the work, equipment, materials, and labor required.

### 1.4 CITY'S ON-LINE STRATEGIC SOURCING PLATFORM

The City of Fort Lauderdale uses its own on-line strategic sourcing platform to administer the competitive solicitation process, including but not limited to soliciting bids, issuing addenda, posting results, and issuing notification of an intended decision. There is no charge to register and download the ITB from the City's on-line strategic sourcing platform. Bidders are strongly encouraged to read the supplier tutorials available in the City's on-line strategic sourcing platform well in advance of their intention of submitting a bid to ensure familiarity with the use of the City's on-line strategic sourcing platform. The City shall not be responsible for a Bidder's inability to submit a Bid by the end date and time for any reason, including issues arising from the use of the City's on-line strategic sourcing platform.

It is the sole responsibility of the Bidder to ensure that their bid is submitted electronically through the City's on-line strategic sourcing platform no later than the time and date specified in this solicitation. PAPER BID SUBMITTALS WILL NOT BE ACCEPTED. BIDS MUST BE SUBMITTED ELECTRONICALLY VIA the City's on-line strategic sourcing platform.

### **1.5 Electronic Bid Openings**

Please be advised that effective immediately, and until further notice, all Invitation to Bids, Request for Proposals, Request for Qualifications, and other solicitations led by the City of Fort Lauderdale will be opened electronically via the [City's on-line strategic sourcing platform](#) at the date and time indicated on the solicitation. All openings will be held on the City's on-line strategic sourcing platform.

Anyone requesting assistance or having further inquiry in this matter must contact the Procurement Specialist indicated on the solicitation, via the Question-and-Answer forum on the City's on-line strategic sourcing platform before the Last Day for Questions indicated in the Solicitation.

*END OF SECTION*

## **SECTION II - SPECIAL TERMS AND CONDITIONS**

### **2.1 General Conditions**

ITB General Conditions (Form G-107, Rev. 09/22) are included and made a part of this ITB.

### **2.2 Addenda, Changes, and Interpretations**

It is the sole responsibility of each firm to notify the Procurement Specialist utilizing the question / answer feature provided by the [City's on-line strategic sourcing platform](#) and request modification or clarification of any ambiguity, conflict, discrepancy, omission, or other error discovered in this competitive solicitation. Requests for clarification, modification, interpretation, or changes must be received prior to the Question and Answer (Q & A) Deadline. Requests received after this date may not be addressed. Questions and requests for information that would not materially affect the scope of services to be performed or the solicitation process will be answered within the question / answer feature provided by the City's on-line strategic sourcing platform and shall be for clarification purposes only. Material changes, if any, to the scope of services or the solicitation process will only be transmitted by official written addendum issued by the City and uploaded to the City's on-line strategic sourcing platform as a separate addendum to the ITB. Under no circumstances shall an oral explanation given by any City official, officer, staff, or agent be binding upon the City and should be disregarded. All addenda are a part of the competitive solicitation documents, and each firm will be bound by such addenda. It is the responsibility of each to read and comprehend all addenda issued.

### **2.3 Changes and Alterations**

Bidder may change or withdraw a Bid at any time prior to Bid submission deadline; however, no oral modifications will be allowed. Modifications shall not be allowed following the Bid deadline.

### **2.4 Bidder's Costs**

The City shall not be liable for any costs incurred by Bidders in responding to this ITB.

### **2.5 Pricing/Delivery**

Bidder shall quote a firm, fixed price for all services stated in the ITB. All costs including travel shall be included in your cost. The City shall not accept any additional costs including any travel associated with coming to the City of Fort Lauderdale.

### **2.6 Price Validity**

Prices provided in this Invitation to bid (ITB) shall be valid for at least One-Hundred and Twenty (120) days from time of ITB opening unless otherwise extended and agreed upon by the City and Bidder. The City shall award contract within this time period or shall request to the recommended awarded vendor an extension to hold pricing, until products/services have been awarded.

### **2.7 Invoices/Payment**

The City will accept invoices no more frequently than once per month. Each invoice shall fully detail the related costs and shall specify the status of the particular task or project as of the date of the invoice with regard to the accepted schedule for that task or project. Payment will be made within forty-five (45) days after receipt of an invoice acceptable to the City, in accordance with the Florida Local Government Prompt Payment Act. If, at any time during the contract, the City shall not approve or accept the Contractor's work product, and agreement cannot be reached between the City and the Contractor to resolve the problem to the City's satisfaction, the City shall negotiate with the Contractor on a payment for the work completed and usable to the City.

Payment terms will be considered to be net 45 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last, in accordance with the Florida Local Government Prompt Payment Act. Bidder may offer cash discounts for prompt payment, but they will not be considered in determination of award.

## **2.8 Related Expenses/Travel Expenses**

All costs including travel are to be included in your bid. The City will not accept any additional costs.

## **2.9 Payment Method**

The City of Fort Lauderdale has implemented a Procurement Card (P-Card) program which changes how payments are remitted to its vendors. The City has transitioned from traditional paper checks to payment by credit card via MasterCard or Visa. This allows you as a vendor of the City of Fort Lauderdale to receive your payment fast and safely. No more waiting for checks to be printed and mailed. Payments will be made utilizing the City's P-Card (MasterCard or Visa). Accordingly, firms must presently have the ability to accept credit card payment or take whatever steps necessary to implement acceptance of a credit card before the commencement of a contract. See Contract Payment Method form attached.

## **2.10 Mistakes**

The Bidder shall examine this ITB carefully. The submission of a bid shall be prima facie evidence that the Bidder has full knowledge of the scope, nature, and quality of the work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed. Ignorance of the requirements will not relieve the Bidder from liability and obligations under the Contract.

## **2.11 Acceptance of Bids / Minor Irregularities**

**2.11.1** The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variances to specifications contained in bids which do not make the bid conditional in nature and minor irregularities in the solicitation process. A minor irregularity shall be a variation from the solicitation that does not affect the price of the contract or does not give a bidder an advantage or benefit not enjoyed by other bidders, does not adversely impact the interests of other firms, or does not affect the fundamental fairness of the solicitation process. The City also reserves the right to reissue an ITB.

**2.11.2** The City reserves the right to disqualify Bidder during any phase of the competitive solicitation process and terminate for cause any resulting contract upon evidence of collusion with intent to defraud or other illegal practices on the part of the Bidder.

## **2.12 Modification of Services**

**2.12.1** While this contract is for services provided to the department referenced in this ITB, the City may require similar work for other City departments. Successful Bidder agrees to take on such work unless such work would not be considered reasonable or become an undue burden to the Successful Bidder.

**2.12.2** The City reserves the right to delete any portion of the work at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned. If work has already been accomplished and approved by the City on any portion of a contract resulting from this ITB, the Successful Bidder shall be paid for the work

completed on the basis of the estimated percentage of completion of such portion to the total project cost.

**2.12.3** The City may require additional items or services of a similar nature, but not specifically listed in the contract. The Successful Bidder agrees to provide such items or services and shall provide the City prices on such additional items or services. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items or services from other vendors, or to cancel the contract upon giving the Successful Bidder thirty (30) days written notice.

**2.12.4** If the Successful Bidder and the City agree on modifications or revisions to the task elements, after the City has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Successful Bidder will submit a revised budget to the City for approval prior to proceeding with the work.

**2.13 Non-Exclusive Contract**

Bidder agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services from another vendor at the City's sole option.

**2.14 Sample Contract Agreement**

A sample of the formal agreement template, which may be required to be executed by the awarded vendor can be found at our website:

<https://www.fortlauderdale.gov/home/showdocument?id=1212>

**2.15 Responsiveness**

In order to be considered responsive to the solicitation, the firm's bid shall fully conform in all material respects to the solicitation and all of its requirements, including all form and substance.

**2.16 Responsibility**

In order to be considered as a responsible firm, firm shall be fully capable to meet all of the requirements of the solicitation and subsequent contract, must possess the full capability, including financial and technical, to perform as contractually required, and must be able to fully document the ability to provide good faith performance.

**2.17 Minimum Qualifications**

To be eligible for award of a contract in response to this solicitation, the Contractor must be an approved caterer listed on the Department of Children and Families (DCF), Child Care Food Program (CCFP) Caterer List. In addition, the Contractor must have no conflict of interest with regard to any other work performed by the Contractor for the City of Fort Lauderdale.

**2.17.1** Firm or principals shall have no record of judgments, pending lawsuits against the City or criminal activities involving moral turpitude and not have any conflicts of interest that have not been waived by the City Commission.

**2.17.2** Neither firm nor any principal, officer, or stockholder shall be in arrears or in default of any debt or contract involving the City, (as a party to a contract, or otherwise); nor have failed to perform faithfully on any previous contract with the City.

**2.18 Lobbying Activities**

ALL CONTRACTORS PLEASE NOTE: Any contractor submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-11-42 & Resolution No. 07-101, Lobbying Activities. Copies of Ordinance No. C-11-42 and Resolution No. 07-101 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at <http://www.fortlauderdale.gov/home/showdocument?id=6036>.

## **2.19 Local Business Preference**

**2.19.1** Section 2-186, Code of Ordinances of the City of Fort Lauderdale, provides for a local business preference. In order to be considered for a local business preference, a Bidder must include the Local Business Preference Certification Statement of this ITB, as applicable to the local business preference class claimed at the time of Bid submittal:

**2.19.2** Upon formal request of the City, based on the application of a Local Business Preference the Bidder shall within ten (10) calendar days submit the following documentation to the Local Business Preference Class claimed:

- a. Copy of City of Fort Lauderdale current year business tax receipt, or Broward County current year business tax receipt, and
- b. List of the names of all employees of the Bidder and evidence of employees' residence within the geographic bounds of the City of Fort Lauderdale or Broward County, as the case may be, such as current Florida driver license, residential utility bill (water, electric, telephone, cable television), or other type of similar documentation acceptable to the City.

**2.19.3** Failure to comply at time of Bid submittal shall result in the Bidder being found ineligible for the local business preference.

**2.19.4** The complete local business preference ordinance may be found on the City's web site at the following link:

[https://library.municode.com/fl/fort\\_lauderdale/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH2AD\\_ARTVFI\\_DIV2PR\\_S2-186LOBUPR](https://library.municode.com/fl/fort_lauderdale/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTVFI_DIV2PR_S2-186LOBUPR)

## **2.19.5 Definitions**

- a. The term "Class A business" shall mean any business that has established and agrees to maintain a permanent place of business located in a non-residential zone, staffed with full-time employees within the limits of the city, and shall maintain a staffing level for the proposed work of at least fifty percent (50%) who are residents of the City of Fort Lauderdale.
- b. The term "Class B business" shall mean any business that has established and agrees to maintain a permanent place of business located in a non-residential zone, staffed with full-time employees within the limits of the city, or shall maintain a staffing level for the proposed work of at least fifty percent (50%) who are residents of the City of Fort Lauderdale.
- c. The term "Class C business" shall mean any business that has established and agrees to maintain a permanent place of business located in a non-residential zone, staffed with full-time employees within the limits of Broward County.

- d. The term "Class D business" shall mean any business that does not qualify as a Class A, Class B, or Class C business.

## **2.20 Disadvantaged Business Enterprise Preference**

**2.20.1** Section 2-185, Code of Ordinances of the City of Fort Lauderdale, provides for a disadvantaged business preference. In order to be considered for a disadvantaged business preference, a Bidder must include a certification from a government agency, as applicable to the disadvantaged business preference class claimed at the time of Bid/Proposal submittal:

**2.20.2** Upon formal request of the City, based on the application of a Disadvantaged Business Preference the Bidder shall within ten (10) calendar days submit the following documentation to the Disadvantaged Business Enterprise Preference Class claimed:

- a. Copy of City of Fort Lauderdale current year business tax receipt, or the Tri-County (Broward, Dade, West Palm Beach) current year business tax receipt, or proof of active Sunbiz status and
- b. List of the names of all employees of the Bidder and evidence of employees' residence within the geographic bounds of the City of Fort Lauderdale or the Tri-County, as the case may be, such as current Florida driver license, residential utility bill (water, electric, telephone, cable television), or other type of similar documentation acceptable to the City.

**2.20.3** Failure to comply at time of Bid/Proposal submittal shall result in the Bidder being found ineligible for the Disadvantaged Business Enterprise Preference business preference.

**2.20.4** The complete disadvantaged business preference ordinance may be found on the City's web site at the following link:

<https://www.fortlauderdale.gov/home/showpublisheddocument?id=56883>

## **2.20.5 Definitions**

- a. The term "Disadvantaged Class 1 Enterprise" shall mean any disadvantaged business enterprise that has established and agrees to maintain a permanent place of business located in a non-residential zone, staffed with full-time employees within the limits of the city, and provides supporting documentation of its City of Fort Lauderdale business tax and disadvantaged certification as established in the city's Procurement Manual.
- b. The term "Disadvantaged Class 2 Enterprise" shall mean any disadvantaged business enterprise that has established and agrees to maintain a permanent place of business within the limits of the city with full-time employees and provides supporting documentation of its City of Fort Lauderdale business tax and disadvantaged certification as established in the city's Procurement Manual.
- c. The term "Disadvantaged Class 3 Enterprise" shall mean any disadvantaged business enterprise that has established and agrees to maintain a permanent place of business located in a non-residential zone, staffed with full-time employees within the limits of the Tri-County area and provides supporting documentation of its City of Fort Lauderdale business tax and disadvantaged certification as established in the City's Procurement Manual.

- d. The term “Disadvantaged Class 4 Enterprise” shall mean any disadvantaged business enterprise that does not qualify as a Class A, Class B, or Class C business, but is located in the State of Florida and provides supporting documentation of its disadvantaged certification as established in the City’s Procurement Manual.

## **2.21 Protest Procedure**

**2.21.1** Any Bidder who is not recommended for award of a contract and who alleges a failure by the city to follow the city’s procurement ordinance or any applicable law, may follow the protest procedure as found in the city’s procurement ordinance within five (5) days after a notice of intent to award is posted on the city’s web site at the following link.

<https://www.fortlauderdale.gov/government/departments-a-h/finance/procurement-services/notices-of-intent-to-award>

**2.21.2** The complete protest ordinance may be found on the city’s web site at the following link:

[https://library.municode.com/fl/fort\\_lauderdale/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH2AD\\_ARTVFI\\_DIV2PR\\_S2-182DIREPRAWINAW](https://library.municode.com/fl/fort_lauderdale/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTVFI_DIV2PR_S2-182DIREPRAWINAW)

## **2.22 Public Entity Crimes**

Bidder, by submitting a bid, certifies that neither the Bidder nor any of the Bidder’s principals has been placed on the convicted vendor list as defined in Section 287.133, Florida Statutes (2018), as may be amended or revised. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

## **2.23 Subcontractors**

**2.23.1** If the Contractor proposes to use subcontractors in the course of providing these services to the City, this information shall be a part of the bid/proposal response. Such information shall be subject to review, acceptance, and approval of the City, prior to any contract award. The City reserves the right to approve or disapprove of any subcontractor candidate in its best interest and to require Contractor to replace subcontractor with one that meets City approval.

**2.23.2** Contractor shall ensure that all of Contractor’s subcontractors perform in accordance with the terms and conditions of this Contract. Contractor shall be fully responsible for all of Contractor’s subcontractors’ performance, and liable for any of Contractor’s subcontractors’ non-performance and all of Contractor’s subcontractors’ acts and omissions. Contractor shall defend, at Contractor’s expense, counsel being subject to the City’s approval or disapproval, and indemnify and hold harmless the City and the City’s officers, employees, and agents from and against any claim, lawsuit, third-party action, or judgment, including any award of attorney fees and any award of costs, by or in favor of any Contractor’s subcontractors for payment for work performed for the City.

**2.23.3** Contractor shall require all its subcontractors to provide the required insurance coverage as well as any other coverage that the contractor may consider necessary, and any

deficiency in the coverage or policy limits of said subcontractors will be the sole responsibility of the contractor.

**2.24 Bid Security – N/A**

**2.25 Payment and Performance Bond – N/A**

**2.26 Insurance Requirements**

**2.26.1** As a condition precedent to the effectiveness of this Agreement, during the term of this Agreement and during any renewal or extension term of this Agreement, Contractor, at its sole expense, shall provide insurance of such types and with such terms and limits as noted below. Providing proof of and maintaining adequate insurance coverage are material obligations of Contractor. Contractor shall provide the City a certificate of insurance evidencing such coverage. Contractor's insurance coverage shall be primary insurance for all applicable policies, in respect to the City's interests. The limits of coverage under each policy maintained by Contractor shall not be interpreted as limiting Contractor's liability and obligations under this Agreement. All insurance policies shall be through insurers authorized or eligible to write policies in the State of Florida and possess an A.M. Best rating of A-, VII or better, subject to approval by the City's Risk Manager.

**2.26.2** The coverages, limits, and/or endorsements required herein protect the interests of the City, and these coverages, limits, and/or endorsements shall in no way be relied upon by Contractor for assessing the extent or determining appropriate types and limits of coverage to protect Contractor against any loss exposures, whether as a result of this Agreement or otherwise. The requirements contained herein, as well as the City's review or acknowledgement, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by Contractor under this Agreement.

**2.26.3** The following insurance policies and coverages are required:

**Commercial General Liability**

Coverage must be afforded under a Commercial General Liability policy with limits not less than:

- \$1,000,000 each occurrence and \$2,000,000 aggregate for Bodily Injury, Property Damage, and Personal and Advertising Injury
- \$1,000,000 each occurrence and \$2,000,000 aggregate for Products and Completed Operations

Policy must include coverage for contractual liability and independent contractors.

The City, a Florida municipality, its officials, employees, and volunteers are to be covered as an additional insured with a CG 20 26 04 13 Additional Insured – Designated Person or Organization Endorsement or similar endorsement providing equal or broader Additional Insured Coverage with respect to liability arising out of activities performed by or on behalf of Contractor. The coverage shall contain no special limitation on the scope of protection afforded to the City, its officials, employees, and volunteers.

**Business Automobile Liability**

Coverage must be afforded for all Owned, Hired, Scheduled, and Non-Owned vehicles for Bodily Injury and Property Damage in an amount not less than \$1,000,000 combined single limit each accident.

If the Contractor does not own vehicles, the Contractor shall maintain coverage for Hired and Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

**Workers' Compensation and Employer's Liability**

Coverage must be afforded per Chapter 440, Florida Statutes. Any person or entity performing work for or on behalf of the City must provide Workers' Compensation insurance. Exceptions and exemptions will be allowed by the City's Risk Manager, if they are in accordance with Florida Statute.

The Contractor waives, and the Contractor shall ensure that the Contractor's insurance carrier waives, all subrogation rights against the City, its officials, employees, and volunteers for all losses or damages. The City requires the policy to be endorsed with WC 00 03 13 Waiver of our Right to Recover from Others or equivalent.

The Contractor must be in compliance with all applicable State and federal workers' compensation laws, including the U.S. Longshore Harbor Workers' Act and the Jones Act, if applicable.

**2.26.4 Insurance Certificate Requirements**

- a. Contractor shall provide the City with valid Certificates of Insurance (binders are unacceptable) no later than ten (10) days prior to the start of work contemplated in this Agreement.
- b. Contractor shall provide to the City a Certificate of Insurance having a thirty (30) day notice of cancellation; ten (10) days' notice if cancellation is for nonpayment of premium.
- c. In the event that the insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested, and addressed to the certificate holder.
- d. In the event the Agreement term or any surviving obligation of Contractor following expiration or early termination of the Agreement goes beyond the expiration date of the insurance policy, Contractor shall provide the City with an updated Certificate of Insurance no later than ten (10) days prior to the expiration of the insurance currently in effect. The City reserves the right to suspend the Agreement until this requirement is met.
- e. The Certificate of Insurance shall indicate whether coverage is provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the Certificate of Insurance must show a retroactive date, which shall be the effective date of the initial contract or prior.
- f. The City shall be covered as an Additional Insured on all liability policies, with the exception of Workers' Compensation.
- g. The City shall be granted a Waiver of Subrogation on Contractor's Workers' Compensation insurance policy.
- h. The title of the Agreement, Bid/Contract number, event dates, or other identifying reference must be listed on the Certificate of Insurance.

The Certificate Holder should read as follows:

City of Fort Lauderdale  
100 N. Andrews Avenue  
Fort Lauderdale, FL 33301

**2.26.5** Contractor has the sole responsibility for all insurance premiums and shall be fully and solely responsible for any costs or expenses as a result of a coverage deductible, co-insurance penalty, or self-insured retention; including any loss not covered because of the

application of such deductible, co-insurance penalty, self-insured retention, or coverage exclusion or limitation. Any costs for adding the City as an Additional Insured shall be at Contractor's expense.

- 2.26.6** If Contractor's primary insurance policy/policies do not meet the minimum requirements as set forth in this Agreement, Contractor may provide evidence of an Umbrella/Excess insurance policy to comply with this requirement.
- 2.26.7** Contractor's insurance coverage shall be primary insurance in respect to the City's interests, a Florida municipality, its officials, employees, and volunteers. Any insurance or self-insurance maintained by the City shall be non-contributory.
- 2.26.8** Any exclusion or provision in any insurance policy maintained by Contractor that excludes coverage required in this Agreement shall be deemed unacceptable and shall be considered breach of contract.
- 2.26.9** All required insurance policies must be maintained until the contract work has been accepted by the City, or until this Agreement is terminated, whichever is later. Any lapse in coverage may be considered breach of contract. In addition, Contractor must provide to the City confirmation of coverage renewal via an updated certificate of insurance should any policies expire prior to the expiration of this Agreement. The City reserves the right to review, at any time, coverage forms and limits of Contractor's insurance policies.
- 2.26.10** Contractor shall provide notice of any and all claims, accidents, and any other occurrences associated with this Agreement to Contractor's insurance company or companies and the City's Risk Management office as soon as practical.
- 2.26.11** It is Contractor's responsibility to ensure that any and all of Contractor's independent contractors and subcontractors comply with these insurance requirements. All coverages for independent contractors and subcontractors shall be subject to all of the applicable requirements stated herein. Any and all deficiencies are the responsibility of Contractor. The City reserves the right to adjust insurance limits from time to time at its discretion with notice to Contractor.

## **2.27 Insurance – Sub-Contractors**

Contractor shall require all its Sub-Contractors to provide the aforementioned coverage as well as any other coverage that the Contractor may consider necessary, and any deficiency in the coverage or policy limits of said Sub-Contractors will be the sole responsibility of the Contractor.

## **2.28 Insurance for Collection of Credit Card Payments – N/A**

## **2.29 Award of Contract**

Contractor must bid on all items. Partial bids will not be considered.

The City also reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City.

A Contract (the "Agreement") may be awarded by the City Commission. The City reserves the right to execute or not execute, as applicable, a contract with the Bidder(s) that is determined to

be in the City's best interests. The City reserves the right to award a contract to more than one Bidder, at the sole and absolute discretion of the in the City.

**2.30 Damage to Public or Private Property**

Extreme care shall be taken to safeguard all existing facilities, site amenities, irrigation systems, vehicles, etc. on or around the job site. Damage to public and/or private property shall be the responsibility of the Contractor and shall be repaired and/or replaced at no additional cost to the City.

**2.31 Safety**

The Contractor(s) shall adhere to the Florida Department of Transportation's Uniform manual on Traffic Control for construction and maintenance work zones when working on or near a roadway. It will be the sole responsibility of the Contractor to make themselves and their employees fully aware of these provisions, especially those applicable to safety.

**2.32 Uncontrollable Circumstances ("Force Majeure")**

The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

**2.32.1** The non-performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;

**2.32.2** The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

**2.32.3** No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and

**2.32.4** The non-performing party uses its best efforts to remedy its inability to perform. Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

**2.33 Canadian Companies**

In the event Contractor is a corporation organized under the laws of any province of Canada or is a Canadian federal corporation, the City may enforce in the United States of America or in Canada or in both countries a judgment entered against the Contractor. The Contractor waives any and all defenses to the City's enforcement in Canada, of a judgment entered by a court in the United States of America. All monetary amounts set forth in this Contract are in United States dollars.

**2.34 News Releases/Publicity**

News releases, publicity releases, or advertisements relating to this contract, or the tasks or projects associated with the project shall not be made without prior City approval.

**2.35 Approved Equal or Alternative Product Bids – N/A**

**2.36 Contract Period**

The initial contract term shall commence upon final execution of the contract by the City and shall expire one (1) year from that date or the day after the current contract expires, whichever is later. The City reserves the right to extend the contract for three additional one-year terms providing all terms conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the City.

In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the City as authorized by the awarding authority. The extension period shall not extend for more than 270 days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate in effect when this extension clause is invoked by the City.

**2.37 Cost Adjustments – N/A**

**2.38 Service Test Period**

If the Contractor has not previously performed the services to the city, the City reserves the right to require a test period to determine if the Contractor can perform in accordance with the requirements of the contract, and to the City's satisfaction. Such test period can be from thirty to ninety days, and will be conducted under all specifications, terms and conditions contained in the contract. This trial period will then become part of the initial contract period.

A performance evaluation will be conducted prior to the end of the test period and that evaluation will be the basis for the City's decision to continue with the Contractor or to select another Contractor (if applicable).

**2.39 Contract Coordinator**

The City may designate a Contract Coordinator whose principal duties shall be:

- Liaison with Contractor.
- Coordinate and approve all work under the contract.
- Resolve any disputes.
- Assure consistency and quality of Contractor's performance.
- Schedule and conduct Contractor performance evaluations and document findings.
- Review and approve for payment all invoices for work performed or items delivered.

**2.40 Contractor Performance Reviews and Ratings**

The City Contract Coordinator may develop a Contractor performance evaluation report. This report shall be used to periodically review and rate the Contractor's performance under the contract with performance rating as follows:

Excellent	Far exceeds requirements.
Good	Exceeds requirements
Fair	Just meets requirements.

Poor	Does not meet all requirements and contractor is subject to penalty provisions under the contract.
Non-compliance	Either continued poor performance after notice or a performance level that does not meet a significant portion of the requirements. This rating makes the Contractor subject to the default or cancellation for cause provisions of the contract.

The report shall also list all discrepancies found during the review period. The Contractor shall be provided with a copy of the report and may respond in writing if he takes exception to the report or wishes to comment on the report. Contractor performance reviews and subsequent reports will be used in determining the suitability of contract extension.

#### **2.41 Substitution of Personnel**

It is the intention of the City that the Contractor's personnel proposed for the contract will be available for the contract term. In the event the Contractor wishes to substitute personnel, he shall propose personnel of equal or higher qualifications and all replacement personnel are subject to City approval. In the event substitute personnel are not satisfactory to the City and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the Contract for cause. See Section 5.09 General Conditions.

#### **2.42 Ownership of Work – N/A**

#### **2.43 Condition of Trade-In Equipment – N/A**

#### **2.44 Conditions of Trade-In Shipment and Purchase Payment – N/A**

#### **2.45 Verification of Employment Status**

Any Contractor/Consultant assigned to perform responsibilities under its contract with a State agency is required to utilize the US Department of Homeland Security's E-Verify system (per Executive Order Number 11-02) to verify the employment eligibility of: (a) all persons employed during the contract term by the Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by the Contractor to perform work pursuant to the contract with the State agency.

E-VERIFY Affirmation Statement must be completed and submitted with Bidder's response to this ITB.

#### **2.46 Service Organization Controls – N/A**

#### **2.47 Warranties of Usage**

Any estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.

#### **2.48 Rules and Submittals of Bids**

The signer of the bid must declare that the only person(s), company or parties interested in the bid as principals are named therein; that the bid is made without collusion with any other person(s), company or parties submitting a bid; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the bid has full authority to bind the principal bidder.

## **2.49 Bid Tabulations/Intent to Award**

Notice of Intent to Award Contract/Bid, resulting from the City's Formal solicitation process may be found at: <https://www.fortlauderdale.gov/government/departments-a-h/finance/procurement-services/notices-of-intent-to-award>. Tabulations of receipt of those parties responding to a formal solicitation may be found at: <https://www.fortlauderdale.gov/government/departments-a-h/finance/procurement-services/bid-results>, or any interested party may call the Procurement Services Division at 954-828-5933.

## **2.50 Public Records**

All bids will become the property of the City. The Bidder's response to the ITB is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters, or other material submitted in connection with this ITB and any resulting Contract to be executed for this ITB, subject to the provisions of Chapter 119.07 of the Florida Statutes. Any language contained in the Bidder's response to the ITB purporting to require confidentiality of any portion of the Bidder's response to the ITB, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Florida law, shall be void. If a Bidder submits any documents or other information to the City which the Bidder claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Bidder shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Bidder must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Bidder's response to the ITB constitutes a Trade Secret. The city's determination of whether an exemption applies shall be final, and the Bidder agrees to defend, indemnify, and hold harmless the city and the city's officers, employees, and agent, against any loss or damages incurred by any person or entity as a result of the city's treatment of records as public records. In the event of Contract award, all documentation produced as part of the Contract shall become the exclusive property of the City.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT [PRRCONTRACT@FORTLAUDERDALE.GOV](mailto:PRRCONTRACT@FORTLAUDERDALE.GOV), 954-828-5002, CITY CLERK'S OFFICE, 100 N. ANDREWS AVENUE, FORT LAUDERDALE, FLORIDA 33301.**

Contractor shall:

1. Keep and maintain public records required by the City in order to perform the service.
2. Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes (2022), as may be amended or revised, or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the

contract term and following completion of this contract if the Contractor does not transfer the records to the City.

4. Upon completion of the Contract, transfer, at no cost, to the City all public records in possession of the Contractor or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of this Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

#### **2.51 PCI (Payment Card Industry) Compliance**

Contractor agrees to comply with all applicable state, federal and international laws, as well as industry best practices, governing the collection, access, use, disclosure, safeguarding and destruction of protected information.

Contractor and/or any subcontractor that handles credit card data must be, and remain, PCI compliant under the current standards and will provide documentation confirming compliance upon request by the City of Fort Lauderdale, failure to produce documentation could result in termination of the contract.

*END OF SECTION*

## **SECTION III - TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES**

### **3.01 Scope of Services**

The City of Fort Lauderdale Parks and Recreation Department is seeking bids from qualified Contractors listed on the CCFP (Child Care Food Program) Caterer List, to provide snacks for its' after school program.

### **3.02 Technical Specifications**

- The contract will begin on date of award, or 01/31/24, whichever is later, and end on 06/30/24.
- The general program terms runs from July 1 – June 30 every year.
- Snacks will be served every school calendar day.
- Snacks will be delivered between 1:30pm - 2:30pm to each of the seven individual sites.
- Snacks will range between a minimum of 450 daily but should not exceed 600.
- Bidder must be listed on the CCFP Caterer List and will need to follow all nutritional guidelines and cycle menus.

### **3.03 Exhibit 1**

It shall be the responsibility of the bidder to review Exhibit 1, important CCFP meal, and delivery documents, included with this bid.

### **3.04 Site Locations**

The sites listed below are within a 2.5-mile radius around Fort Lauderdale:

1. Bass Park  
2750 NW 19th Street  
Fort Lauderdale, FL 33311
2. Joseph C Carter Park Recreation Center  
1450 W Sunrise Boulevard  
Fort Lauderdale, FL 33311
3. Croissant Park  
245 West Park Drive  
Fort Lauderdale, FL 33315
4. Lauderdale Manors  
1340 Chateau Park Drive  
Fort Lauderdale, FL 33311
5. Osswald Park  
2220 NW 21st Ave  
Fort Lauderdale, FL 33311
6. Riverland Park  
950 SW 27th Ave  
Fort Lauderdale, FL 33312
7. Warfield Park  
1000 North Andrews Ave  
Fort Lauderdale, FL 33304

*END OF SECTION*

# Attachment 1

## Child Care Food Program Meal Pattern for Children

The Child Care Food Program (CCFP) provides aid to child care institutions and family day care homes for the provision of nutritious foods that contribute to the wellness, healthy growth, and development of young children. **Child care providers must ensure that each meal served to children contains, at a minimum, each of the food components in the amounts indicated for the appropriate age group as stated in the CCFP Meal Pattern for Children.**

Child Meal Pattern Food Components:		Age Group and Serving Size:		
		1 and 2 year olds:	3 – 5 year olds:	6 – 18 <sup>1</sup> year olds:
Breakfast (3 components)	<b>Milk<sup>2</sup></b>			
	Fluid milk	4 fluid ounces	6 fluid ounces	8 fluid ounces
	<b>Vegetables, fruits, or portions of both<sup>3</sup></b>			
	Vegetable(s) and/or fruit(s)	1/4 cup	1/2 cup	1/2 cup
	<b>Grains<sup>*5,6,7</sup></b>			
	*whole grain, whole grain-rich, enriched			
	Bread	1/2 slice	1/2 slice	1 slice
	Bread product such as biscuit, roll, muffin	1/2 serving	1/2 serving	1 serving
	Cooked breakfast cereal <sup>8</sup> , cereal grain, and/or pasta	1/4 cup	1/4 cup	1/2 cup
	Ready-to-eat breakfast cereal (dry, cold) <sup>8</sup>	1/4 cup	1/3 cup	3/4 cup
	*Meat and meat alternates may be used to meet the entire grains requirement a maximum of three times a week. <sup>6</sup>	*1/2 oz.	*1/2 oz.	*1 oz.
Lunch/Supper (5 components)	<b>Milk<sup>2</sup></b>			
	Fluid milk	4 fluid ounces	6 fluid ounces	8 fluid ounces
	<b>Meat and Meat Alternates</b>			
	Lean meat, poultry, or fish <sup>10</sup>	1 oz.	1 1/2 oz.	2 oz.
	Tofu, soy products, or alternate protein products <sup>11</sup>	1 oz.	1 1/2 oz.	2 oz.
	Cheese	1 oz.	1 1/2 oz.	2 oz.
	Large egg	1/2 egg	3/4 egg	1 egg
	Cooked dry beans or peas	1/4 cup	3/8 cup	1/2 cup
	Peanut butter or soynut butter or other nut/seed butters	2 Tbsp.	3 Tbsp.	4 Tbsp.
	Yogurt, plain or flavored, unsweetened or sweetened <sup>12</sup>	4 oz. or 1/2 cup	6 oz. or 3/4 cup	8 oz. or 1 cup
	Peanuts, soynuts, tree nuts, or seeds <sup>9</sup>	1/2 oz. = 50%	3/4 oz. = 50%	1 oz. = 50%
	<b>Vegetables<sup>3,4</sup></b>			
	Vegetables	1/8 cup	1/4 cup	1/2 cup
	<b>Fruits<sup>3,4</sup></b>			
	Fruits	1/8 cup	1/4 cup	1/4 cup
	<b>Grains<sup>*5,7</sup></b>			
	*whole grain, whole grain-rich, enriched			
	Bread	1/2 slice	1/2 slice	1 slice
	Bread product such as biscuit, roll, muffin	1/2 serving	1/2 serving	1 serving
	Cooked breakfast cereal <sup>8</sup> , cereal grain, and/or pasta	1/4 cup	1/4 cup	1/2 cup

**Note:** Milk must be served with each breakfast, lunch and supper meal. Between a child's first and second birthday, whole milk is required. After the child's second birthday, it is required that lowfat or fat-free milk be served. Flavored milk cannot be served to children less than 6 years of age.

Conversions:

1/2 cup = 4 fl. oz.

3/4 cup = 6 fl. oz.

1 cup = 8 fl. oz.

1 pint = 2 cups

1 quart = 2 pints = 4 cups

1 gallon = 4 quarts = 16 cups

Attachment 1 (Continued)

**CCFP Meal Pattern for Children** *(continued)*

<b>Child Meal Pattern Food Components:</b>		<b>Age Group and Serving Size:</b>		
		<b>1 and 2 year olds:</b>	<b>3 – 5 year olds:</b>	<b>6 – 18<sup>1</sup> year olds:</b>
<b>Snack<sup>13</sup></b> <b>(Select 2 different components)</b>	<b>Milk<sup>2</sup></b>			
	Fluid milk	4 fluid ounces	4 fluid ounces	8 fluid ounces
	<b>Meat and Meat Alternates</b>			
	Lean meat, poultry or fish <sup>10</sup>	1/2 oz.	1/2 oz.	1 oz.
	Tofu, soy products, or alternate protein products <sup>11</sup>	1/2 oz.	1/2 oz.	1 oz.
	Cheese	1/2 oz.	1/2 oz.	1 oz.
	Large egg	1/2 egg	1/2 egg	1/2 egg
	Cooked dry beans or peas	1/8 cup	1/8 cup	1/4 cup
	Peanut butter or soynut butter or other nut/seed butters	1 Tbsp.	1 Tbsp.	2 Tbsp.
	Yogurt, plain or flavored, unsweetened or sweetened <sup>12</sup>	2 oz. or 1/4 cup	2 oz. or 1/4 cup	4 oz. or 1/2 cup
	Peanuts or soynuts or tree nuts or seeds	1/2 oz.	1/2 oz.	1 oz.
	<b>Vegetables<sup>3</sup></b>			
	Vegetables	1/2 cup	1/2 cup	3/4 cup
	<b>Fruits<sup>3</sup></b>			
	Fruits	1/2 cup	1/2 cup	3/4 cup
	<b>Grains*<sup>5,7</sup></b> *whole grain, whole grain-rich, enriched			
	Bread	1/2 slice	1/2 slice	1 slice
	Bread product such as biscuit, roll, muffin	1/2 serving	1/2 serving	1 serving
	Cooked breakfast cereal <sup>8</sup> , cereal grain, and/or pasta	1/4 cup	1/4 cup	1/2 cup
	Ready-to-eat breakfast cereal (dry, cold) <sup>8</sup>	1/4 cup	1/3 cup	3/4 cup

1. Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.
2. For children age one – must be unflavored whole milk.  
For children two through five years – must be unflavored lowfat (1 percent) or unflavored fat-free (skim) milk.  
For children six years and older – must be unflavored or flavored lowfat (1 percent), or fat-free (skim) milk.
3. Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
4. A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.
5. At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.
6. At breakfast, meat and meat alternates may be used to meet the entire grains requirement a maximum of three times a week. One ounce of meat and meat alternates is equal to one ounce equivalent of grains (one serving).
7. Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.
8. Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21 grams sucrose and other sugars per 100 grams of dry cereal).
9. At lunch and supper, no more than 50% of the meat/meat alternate requirement can be met with nuts or seeds. Nuts or seeds must be combined with another meat/meat alternate to fulfill the requirement. For purpose of determining combinations, 1 ounce of nuts or seeds is equal to 1 ounce of cooked lean meat, poultry, or fish.
10. The serving size for lean meat, poultry, or fish is the edible portion as served.
11. Alternate protein products must meet the requirements in Appendix A to Part 226.
12. Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
13. At snack, select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.

## Attachment 1 (Continued)

### **CCFP Meal Pattern for Children Additional Food Component Requirements**

Child care providers have the unique opportunity to ensure healthy eating habits are developed early and promote wellness to all children in their care.

#### **Fluid Milk:**

- After the child's first birthday and prior to the second birthday, whole milk must be served.
- After the child's second birthday, lowfat (1%) or fat-free milk must be served.
- Flavored milk is not allowed for children under the age of six. Children ages six and older may be served lowfat or fat-free flavored milk.
- The type(s) of milk served must be noted on the menu (fat content and if flavored).

#### **Vegetable or fruit or juice:**

- Vegetable or fruit juice must be full-strength, pasteurized, and 100% juice. Unless orange or grapefruit juice, it must also be fortified with 100% or more of Vitamin C.
- Fruit juice must not be served more than once a day.
- One cup of leafy greens counts as ½ cup of vegetables.
- Less than 1/8 cup of vegetables and fruits may not be counted to meet the vegetable and/or fruit component.
- At lunch and supper, one vegetable and one fruit *or* two different vegetables may be served (two fruits may not be served to meet this requirement).

#### **Grains:**

- Grains must be whole grain, enriched, or made from whole grain or enriched meal or flour. Bran and germ are counted as enriched or whole-grain meals or flours. Cornmeal, corn flour, plain corn tortillas/chips, and corn grits must be designated as whole or enriched to be creditable.
- At least one serving per day, across all eating occasions, should be 100% whole grain. Whole grain-rich allowed. This must be noted on the menu (e.g. "whole grain bread" or "WG Bread" or "WGR crackers").
- Only ready-to-eat breakfast cereals containing 6 grams (g) of sugar or less per dry ounce may be served (refer to the *Florida WIC Approved Cereal List*).
- Prepackaged grain products must have enriched flour or meal or whole grains as the first ingredient listed on the package.
- Grain-based desserts (e.g. cookies, donuts, granola bars, and graham crackers) do not count towards meeting the grains requirements.

#### **Meat or meat alternate:**

- Commercially processed combination foods (convenience entrees – frozen or canned) must have a CN Label or manufacturer's Product Formulation Statement stating the food component contribution to the meal pattern.
- A serving of cooked dry beans or peas may count as a vegetable or as a meat alternate, but not as both components in the same meal.
- Yogurt must not contain more than 23 g of total sugars per 6 ounces (15 g per 4 ounces or 3.8 g/ounce).
- At breakfast, meat/meat alternates may be used to meet the entire grains requirement a maximum of three times a week. One ounce of meat/meat alternate is equal to one ounce equivalent of grains (one serving).

**\*\*Please note that donated foods cannot be used to contribute to the meal pattern requirements\*\***

### Attachment 2 Cycle Menu B 2018-2019

Refer to the Child Care Food Program Meal Pattern for Children (Attachment 1) when planning portion sizes for age groups specified in this contract. Milk must be served with every breakfast, lunch and supper meal. Milk must be served with snack when indicated. Children one year of age must be served unflavored whole milk. Children two through five years old must be served either unflavored lowfat (1 percent) or unflavored fat free (skim) milk. Children six years old and older must be served unflavored or flavored lowfat (1 percent) or fat-free (skim) milk.

Week One		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	<b>Milk</b> Ages 1-5: six oz; Ages 6-18: eight oz	Milk	Milk	Milk	Milk	Milk
	<b>Meat/Meat Alternate</b>			Colby Cheese Slice (1 oz)		Yogurt 4 oz cup
	<b>Vegetable/Fruit/Juice</b> Ages 1-18: ½ c	100% Apple Juice	Pears	Raisins (1/4 cup)	Cinnamon Apples	Banana (1 whole)
	<b>Grains/Breads</b> Ages 1-5: ½ slice/serving, ⅓ c Ages 6-18: 1 slice/serving, ¾ c	Cinnamon Raisin Bagel <i>Cream Cheese</i>	Multi Grain Cheerios (100% whole grain)	100% Whole Grain Bread (1 slice) <i>Butter or Marg.</i>	Life Original Cereal	Wheat Chex Cereal (100% whole grain)
LUNCH	<b>Milk</b> Ages 1-5: six oz; Ages 6-18: eight oz	Milk	Milk	Milk	Milk	Milk
	<b>Meat/Meat Alternate</b> Ages 1-5: 1 ½ oz Ages 6-18: 2 oz	Baked Sliced Ham (2 oz)	*Chicken Tetrazzini	*Ground Beef Stroganoff	*Breaded Fish <i>Ketchup</i>	*Oven Fried Chicken
	<b>Vegetable</b> Ages 1-5: ¼ c; Ages 6-18: ½ c (Double portion for salads)	Fresh Roasted Sweet Potato	Sautéed Spinach and Tomatoes	Roasted Cauliflower	Mixed Vegetables	Green Beans (fresh/frozen, not canned)
	<b>Fruit or Vegetable</b> Ages: 1-18: ¼ c	Crisp Steamed Broccoli (fresh/frozen, not canned)	Applesauce	Seasonal Fresh Fruit (cantaloupe, honeydew, mango, pineapple, strawberries, watermelon – no bananas/apples)	Mandarin Oranges	Salad (Spinach, Romaine, Tomato, Cucumber) ½ cup <i>Lowfat Ranch Dressing</i>
	<b>Grains/Breads</b> Ages 1-5: ½ slice/serving, ¼ c Ages 6-18: 1 slice/serving, ½ c	100% Whole Grain Bread <i>Butter or Marg.</i>	Penne Pasta (in entrée)	Egg Noodles	Soft Roll	Cornbread
SNACK	<b>Milk</b> Ages 1-5: four oz; Ages 6-18: eight oz		Milk			
	<b>Meat/Meat Alternate</b> Ages 1-5: ½ oz Ages 6-18: 1 oz	Yogurt 4 oz cup			Sliced Turkey (1 ½ oz)	
	<b>Vegetable</b> Ages 1-5: ½ c Ages 6-18: ¾ c					
	<b>Fruit/Juice</b> Ages 1-5: ½ c Ages 6-18: ¾ c	Tropical Mixed Fruit		Peaches		Fresh Orange Wedges
	<b>Grains/Breads</b> Ages 1-5: ½ slice/serving, ⅓ c Ages 6-18: 1 slice/serving, ¾ c		Blueberry Muffin	Cheese Crackers	100% Whole Grain Bread (1 slice) <i>Mayo &amp; Mustard.</i>	Animal Crackers

**IMPORTANT: Ages 1-5 based on meal pattern portion sizes for ages 3-5.** \*Requires a Child Nutrition (CN) Label, Product Formulation Statement (PFS), or standardized recipe. Caterer must supply this documentation to institution/facility. When a drink is not specifically listed with a snack, water is recommended as a beverage. (Note: water is NOT a creditable food item).

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Week Two		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	<b>Milk</b> Ages 1-5: six oz; Ages 6-18: eight oz	Milk	Milk	Milk	Milk	Milk
	<b>Meat/Meat Alternate</b>				Hard Boiled Egg (1/2 egg)	
	<b>Vegetable/Fruit/Juice</b> Ages 1-18: ½ c	Pineapple	Pears	Banana (1 whole)	Peaches	Fresh Orange Wedges
	<b>Grains/Breads</b> Ages 1-5: ½ slice/serving, ⅓ c Ages 6-18: 1 slice/serving, ¾ c	Kix Cereal (Original, Honey, or Berry Berry)	Plain Bagel <i>Cream Cheese</i>	100% Whole Grain Bread (1 slice) <i>Butter or Marg.</i>	English Muffin <i>Butter or Marg. &amp; Jelly</i>	Rice Chex Cereal
LUNCH	<b>Milk</b> Ages 1-5: six oz; Ages 6-18: eight oz	Milk	Milk	Milk	Milk	Milk
	<b>Meat/Meat Alternate</b> Ages 1-5: 1 ½ oz Ages 6-18: 2 oz	Roast Turkey Slices	*Chicken Nuggets <i>Barbecue Sauce</i>	*Salisbury Steak <i>Gravy</i>	Tacos (Turkey, Chicken, or Beef) <i>Shredded Cheese, Shredded Lettuce, Diced Tomato, and Mild Salsa</i>	Turkey and Swiss Sandwich (Lettuce, Tomato, & Pickle)
	<b>Vegetable</b> Ages 1-5: ¼ c; Ages 6-18: ½ c (Double portion for salads)	Peas and Carrots (frozen, not canned)	Crisp Steamed Broccoli (fresh/frozen, not canned)	Green Beans	Corn (fresh/frozen, not canned)	Salad (Spinach, Romaine, Tomato, Cucumber) ½ cup <i>French Dressing</i>
	<b>Fruit or Vegetable</b> Ages: 1-18: ¼ c	Mandarin Oranges	Applesauce	Seasonal Fresh Fruit (cantaloupe, honeydew, mango, pineapple, strawberries, watermelon – no bananas/apples)	Tropical Mixed Fruit	Fruit Cocktail
	<b>Grains/Breads</b> Ages 1-5: ½ slice/serving, ¼ c Ages 6-18: 1 slice/serving, ½ c	100% Whole Wheat Roll <i>Butter or Marg.</i>	100% Whole Grain Bread	*Macaroni & Cheese	Tortilla; Brown Rice (100% whole grain)	100% Whole Grain Bread <i>Mayo &amp; Mustard</i>
SNACK	<b>Milk</b> Ages 1-5: four oz; Ages 6-18: eight oz		Milk			
	<b>Meat/Meat Alternate</b> Ages 1-5: ½ oz Ages: 6-18: 1 oz	Provolone Cheese Slice		Peanut Butter Ages 1-5: 1 Tbsp Ages 6 and up: 2 Tbsp	Yogurt 4 oz cup	Tuna Salad
	<b>Vegetable</b> Ages 1-5: ½ c Ages 6-18: ¾ c					
	<b>Fruit/Juice</b> Ages 1-5: ½ c Ages 6-18: ¾ c			Fresh Apple Slices	100% Orange Juice	
	<b>Grains/Breads</b> Ages 1-5: ½ slice/serving, ⅓ c Ages 6-18: 1 slice/serving, ¾ c	Pretzels	Corn Muffin			Crackers (savory)

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Week Three		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	<b>Milk</b> Ages 1-5: six oz; Ages 6-18: eight oz	Milk	Milk	Milk	Milk	Milk
	<b>Meat/Meat Alternate</b>	Mozzarella Cheese Slice (1 oz)		Yogurt 4 oz cup		Hard Boiled Egg (1/2 egg)
	<b>Vegetable/Fruit/Juice</b> Ages 1-18: ½ c	Peaches	Mandarin Oranges	Seasonal Fresh Fruit (cantaloupe, honeydew, mango, pineapple, strawberries, watermelon – no bananas/apples)	Cinnamon Apples	Banana (1 whole)
	<b>Grains/Breads</b> Ages 1-5: ½ slice/serving, ⅓ c Ages 6-18: 1 slice/serving, ¾ c	Original Cheerios (100% whole grain)	Raisin Bread (1 slice; plain, no icing) <i>Butter or Marg.</i>	Blueberry Muffin	Frosted Mini Wheats Little Bites Original Cereal (100% whole grain)	100% Whole Grain English Muffin <i>Butter or Marg. &amp; Jelly</i>
LUNCH	<b>Milk</b> Ages 1-5: six oz; Ages 6-18: eight oz	Milk	Milk	Milk	Milk	Milk
	<b>Meat/Meat Alternate</b> Ages 1-5: 1 ½ oz Ages 6-18: 2 oz	*Sloppy Joes	*Meatloaf (beef or turkey) <i>Ketchup</i>	Pulled Chicken <i>BBQ Sauce</i>	*Spaghetti & Meat Sauce with Ground Turkey or Beef	*Pizza
	<b>Vegetable</b> Ages 1-5: ¼ c; Ages 6-18: ½ c (Double portion for salads)	Italian Green Beans (fresh/frozen, not canned)	Fresh Mashed Sweet Potato (not instant)	Green Peas	Steamed Baby Carrots (fresh/frozen, not canned)	Mixed Vegetables
	<b>Fruit or Vegetable</b> Ages: 1-18: ¼ c	Pineapple	Fruit Cocktail	Fresh Apple Slices	Salad (Spinach, Romaine, Tomato, Cucumber) ½ cup <i>Lowfat Ranch Dressing</i>	Pears
	<b>Grains/Breads</b> Ages 1-5: ½ slice/serving, ¼ c Ages 6-18: 1 slice/serving, ½ c	Bun	100% Whole Grain Bread	Soft Roll	(Spaghetti), Garlic Bread	Pizza Crust
SNACK	<b>Milk</b> Ages 1-5: four oz; Ages 6-18: eight oz				Milk	
	<b>Meat/Meat Alternate</b> Ages 1-5: ½ oz Ages: 6-18: 1 oz	Peanut Butter Ages 1-5: 1 Tbsp Ages 6 and up: 2 Tbsp <i>Jelly</i>		Provolone Cheese Slice		Cheese Stick
	<b>Vegetable</b> Ages 1-5: ½ c Ages 6-18: ¾ c					
	<b>Fruit/Juice</b> Ages 1-5: ½ c Ages 6-18: ¾ c		100% Red Grape Juice			Fresh Orange Slices
	<b>Grains/Breads</b> Ages 1-5: ½ slice/serving, ⅓ c Ages 6-18: 1 slice/serving, ¾ c	100% Whole Grain Bread Ages 1-5: 1 slice Ages 6 and up: 2 slices	Soft Pita Bread	100% Whole Grain Crackers	Animal Crackers	

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Week Four		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	<b>Milk</b> Ages 1-5: six oz; Ages 6-18: eight oz	Milk	Milk	Milk	Milk	Milk
	<b>Meat/Meat Alternate</b>	Yogurt 4 oz cup		Provolone Cheese Slice (1 oz)		
	<b>Vegetable/Fruit/Juice</b> Ages 1-18: ½ c	Fruit Cocktail	Applesauce	Seasonal Fresh Fruit (cantaloupe, honeydew, mango, pineapple, strawberries, watermelon – no bananas/apples)	100% Apple Juice	Banana (1 whole)
	<b>Grains/Breads</b> Ages 1-5: ½ slice/serving, ⅓ c Ages 6-18: 1 slice/serving, ¾ c	Blueberry Muffin	Life Original Cereal	100% Whole Grain Bread	Biscuit <i>Butter or Marg.</i>	Multi Grain Cheerios (100% whole grain)
LUNCH	<b>Milk</b> Ages 1-5: six oz; Ages 6-18: eight oz	Milk	Milk	Milk	Milk	Milk
	<b>Meat/Meat Alternate</b> Ages 1-5: 1 ½ oz Ages 6-18: 2 oz	*Chicken Alfredo	*Breaded Fish <i>Ketchup</i>	*Bean Burrito	*Chicken and (Vegetable Stir Fry)	Hamburger (Lettuce and Tomato)
	<b>Vegetable</b> Ages 1-5: ¼ c; Ages 6-18: ½ c (Double portion for salads)	Green Peas	Cucumber Slices	Steamed Baby Carrots (fresh/frozen, not canned)	Vegetables (Stir Fry)	Oven Fried Potatoes
	<b>Fruit or Vegetable</b> Ages: 1-18: ¼ c	Pineapple	Tropical Mixed Fruit	Fresh Broccoli Florets <i>Lowfat Ranch Dip</i>	Mandarin Oranges	Pears
	<b>Grains/Breads</b> Ages 1-5: ½ slice/serving, ¼ c Ages 6-18: 1 slice/serving, ½ c	Pasta (in entrée)	Soft Roll	Tortilla (in entrée)	Brown Rice (100% whole grain)	Bun <i>Mustard, Mayo, Ketchup</i>
SNACK	<b>Milk</b> Ages 1-5: four oz; Ages 6-18: eight oz	Milk	Milk			
	<b>Meat/Meat Alternate</b> Ages 1-5: ½ oz Ages 6-18: 1 oz		Peanut Butter Ages 1-5: 1 Tbsp Ages 6 and up: 2 Tbsp <i>Jelly</i>		Yogurt 4 oz cup	Shredded Mozzarella Cheese Ages 1-5: ½ oz Ages 6 and up: 1 oz
	<b>Vegetable</b> Ages 1-5: ½ c Ages 6-18: ¾ c					Tomato Sauce Ages 1-5: 1 Tbsp Ages 6 and up: 2 Tbsp
	<b>Fruit/Juice</b> Ages 1-5: ½ c Ages 6-18: ¾ c			Fresh Orange Wedges	Peaches	(children assemble own personal pizzas)
	<b>Grains/Breads</b> Ages 1-5: ½ slice/serving, ⅓ c Ages 6-18: 1 slice/serving, ¾ c	100% Whole Grain Crackers	100% Whole Grain Bread Ages 1-5: 1 slice Ages 6 and up: 2 slices	Crackers (savory)		English Muffin Ages 1-5: ½ muffin Ages 6 and up: 1 whole

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Week Five		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	<b>Milk</b> Ages 1-5: six oz; Ages 6-18: eight oz	Milk	Milk	Milk	Milk	Milk
	<b>Meat/Meat Alternate</b>			Cheddar Cheese Slice (1 oz)		Hard Boiled Egg (1/2 egg)
	<b>Vegetable/Fruit/Juice</b> Ages 1-18: ½ c	Fruit Cocktail	Pineapple	Pears	Banana (1 whole)	Applesauce
	<b>Grains/Breads</b> Ages 1-5: ½ slice/serving, ⅓ c Ages 6-18: 1 slice/serving, ¾ c	Total Whole Grain Cereal (100% whole grain)	100% Whole Grain Bagel <i>Cream Cheese</i>	Blueberry Muffin	Original Cheerios (100% whole grain)	100% Whole Grain Bread <i>Butter or Marg.</i>
LUNCH	<b>Milk</b> Ages 1-5: six oz; Ages 6-18: eight oz	Milk	Milk	Milk	Milk	Milk
	<b>Meat/Meat Alternate</b> Ages 1-5: 1 ½ oz Ages 6-18: 2 oz	Fresh Turkey Roast <i>Gravy</i>	Seasoned Black Beans (at least ¾ c ages 1-5 and ½ c ages 6-12)	*Lasagna (with Ground Turkey or Beef)	*Tuna Salad Sandwich <i>Pickles</i>	*Chicken Nuggets <i>Honey Mustard</i>
	<b>Vegetable</b> Ages 1-5: ¼ c; Ages 6-18: ½ c (Double portion for salads)	Peas and Carrots	Fresh Bell Pepper Slices	Crisp Steamed Broccoli (fresh/frozen, not canned)	Mixed Vegetables	Fresh Mashed Potato (not instant)
	<b>Fruit or Vegetable</b> Ages: 1-18: ¼ c	Peaches	Tropical Mixed Fruit	Fresh Clementine Wedges	Seasonal Fresh Fruit (cantaloupe, honeydew, mango, pineapple, strawberries, watermelon – no bananas/apples)	Salad (Spinach, Romaine, Tomato, Cucumber) ½ cup <i>Italian Dressing</i>
	<b>Grains/Breads</b> Ages 1-5: ½ slice/serving, ¼ c Ages 6-18: 1 slice/serving, ½ c	*Macaroni & Cheese	Yellow Rice	Lasagna Noodles	Sandwich Bread <i>Mayo</i>	Soft Roll
SNACK	<b>Milk</b> Ages 1-5: four oz; Ages 6-18: eight oz		Milk			
	<b>Meat/Meat Alternate</b> Ages 1-5: ½ oz Ages: 6-18: 1 oz			Bean Dip (bean salsa or hummus)		Yogurt 4 oz cup
	<b>Vegetable</b> Ages 1-5: ½ c Ages 6-18: ¾ c					
	<b>Fruit/Juice</b> Ages 1-5: ½ c Ages 6-18: ¾ c	100% Orange Juice			Fresh Apple Slices	
	<b>Grains/Breads</b> Ages 1-5: ½ slice/serving, ⅓ c Ages 6-18: 1 slice/serving, ¾ c	Saltine Crackers	Raisin Bread (1 slice; plain, no icing) <i>Butter or Marg.</i>	100% Whole Wheat Tortilla	Cheese Crackers	Graham Crackers (plain)

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### Attachment 3

#### Minimum Food Specifications, Exhibit A – Grains Requirement, and FL WIC Approved Cereal List

<b>Milk</b>	<p>Must meet State and local standards for fluid milk. Must be pasteurized whole, or lowfat, or fat free, or cultured buttermilk. Must contain vitamins A and D at levels specified by the Food and Drug Administration.</p> <p><b>Note:</b> Milk must be served with each breakfast, lunch and supper meal. Children one year of age must be served unflavored whole milk. Children two through five years old must be served either unflavored lowfat (1 percent) or unflavored fat-free (skim) milk. Children six years old and older must be served unflavored or flavored lowfat (1 percent) or fat-free (skim) milk.</p>		
<b>Vegetables</b>	<b>Canned</b>	<b>Frozen</b>	<b>Fresh</b>
<b>Bean, Dip (Variety – including hummus, flavors)</b>	Prepared, ready-to-eat, Must be from a USDA or FDA inspected plant.		Prepared, ready-to-eat, Must be from a USDA or FDA inspected plant.
<b>Beans, Baked</b>	Beans, baked, sauce containing brown sugar, ketchup and mustard sauce. U.S. Grade A or Fancy.		
<b>Beans, Black</b>	U.S. Grade A or Fancy		
<b>Beans, Green</b>	Cut, 1 ½", 4 sieve, U.S. Grade A or Fancy.	U.S. Grade A or Fancy	U.S. No. 1
<b>Beans, Lima, Baby</b>	U.S. Grade A or Fancy	U.S. Grade A or Fancy	U.S. No. 1
<b>Beans, Refried</b>	Must be from a USDA or FDA inspected plant, smooth paste or paste with whole and partial bean pieces, plain with vegetable oil – no lard.		
<b>Beans, Red</b>	Dark or light red, U.S. Grade A or Fancy, water packed.		
<b>Broccoli</b>		Cut, U.S. Grade A or Fancy	U.S. No. 1
<b>Broccoli and Cauliflower</b>		U.S. Grade A, 50% Broccoli, 50% Cauliflower	U.S. No. 1
<b>Broccoli, Ready-to-use</b>			<u>Florets</u> – 1" to 2 ¾" by 1 to 1 ½", U.S. No. 1, USDA, QTV
<b>Carrots</b>	Sliced or diced U.S. Grade A, Fancy	Sliced or diced U.S. Grade A	Whole, U.S. No. 1
<b>Carrots, Ready-to-use</b>			<u>Baby-cut</u> – 2" by 3/8" to 1 1/16", U.S. No. 1, from USDA inspected plant.  <u>Sticks</u> – 3 ¾" to 4" by ¼" to ½", U.S. No. 1, from USDA inspected plant.
<b>Carrot, Pineapple &amp; Raisin Salad</b>			Prepared salad pack – Must be from a USDA inspected plant.
<b>Cabbage</b>			U.S. No.1
<b>Cabbage, Ready-to-use</b>			<u>Shredded</u> – Green, 1/16", U.S. No. 1, from USDA inspected plant.  <u>Salad mix</u> – Shredded green cabbage, shredded red cabbage and carrots mixed, U.S. No. 1, from USDA inspected plant.

<b>Cauliflower, Ready-to-use</b>			Florets – 1" to 2 ½" by 1" to 1 ½", U.S. No. 1, USDA, QTV
<b>Celery</b>			U.S. Extra No. 1
<b>Celery, Ready-to-use</b>			<u>Sticks</u> – ½" by 4", U.S. No. 1, from USDA inspected plant.
<b>Coleslaw</b>			<u>Prepared salad pack</u> – Must be from a USDA inspected plant.
<b>Corn</b>	Vacuum pack, whole kernel, golden sweet Midwest. U.S. Grade A or Fancy	U.S. Grade A	U.S. No. 1, with or without husk
<b>Corn, Mexican</b>	U.S. Grade A or Fancy	U.S. Grade A	
<b>Cucumbers</b>			U.S. No. 1
<b>Greens</b> (Collard, Mustard or Turnip)	Chopped, U.S. Grade A or Fancy	Chopped, U.S. Grade A	U.S. No.1
<b>Lettuce</b>			Iceberg head - U.S. Grade No. 1  Romaine (or cos lettuce) U.S. Grade No. 1
<b>Lettuce, Ready-to-use</b>			<u>Chopped</u> – Medium, iceberg, U.S. No. 1, from USDA inspected plant  <u>Salad mix</u> – Chopped iceberg lettuce and romaine, U.S. No. 1, from USDA inspected plant.
<b>Mixed Vegetables</b>	U.S. Grade A or Fancy	<u>California Style</u> - U.S. Grade A, broccoli cuts, cauliflower florets, carrot cuts <u>5 Vegetable Blend</u> - U.S. Grade A, 28% each corn and carrots, 17% each peas, and beans, 10% limas <u>Italian Vegetables</u> - U.S. Grade A, IQF sliced zucchini, cauliflower, carrot chunks, Italian green beans, lima beans and red peppers <u>Oriental Style</u> - U.S. Grade A, French cut green beans, broccoli cuts, onion strips, sliced mushrooms, diced red peppers	
<b>Peas, Black Eye</b>	U.S. Grade B	Monarch or Clemson varieties, light skin with dark eye	U.S. No. 1
<b>Peas, Green</b>	U.S. Grade A or Fancy	U.S. Grade A	U.S. No.1

<b>Peas and Carrots</b>	U.S. Grade A or Fancy, carrots shall not comprise less than 25% by weight and peas shall not comprise less than 50% by weight	U.S. Grade A, carrots shall not comprise less than 25% by weight and peas shall not comprise less than 50% by weight	
<b>Peppers, Green, Red, Yellow, Orange</b>			U.S. No. 1 Whole or pre-cut, Julienne
<b>Pickles, Dill strips</b>	Prime Quality, firm, plump and uniform in size, cut length wise with kosher taste		
<b>Pickles, Dill slices</b>	US Grade B		
<b>Pickles, Sweet chip</b>	US Grade B, cross cuts or slices		
<b>Potatoes</b>	Whole or sliced, U.S. Grade A		U.S. No.1
<b>Potatoes, New</b>	Whole or sliced, U.S. Grade A	Roasted redskin chunks. IQF, oven prep	U.S. No. 1
<b>Potatoes, Sweet</b>	U.S. Grade A in Light Syrup	Yam Patties- packed in USDA inspected plant	U.S. No.1
<b>Salsa</b>	Mild, containing all vegetable w/ minor amounts of spices.		
<b>Spinach</b>	Chopped, Grade A or Fancy	Chopped, U.S. Grade A	U.S. No.1
<b>Squash, Yellow, Summer</b>		Sliced, U.S. Grade A or Fancy	U.S. No.1
<b>Squash, Winter (Acorn or Butternut)</b>		Chopped or mashed, U.S. Grade A or Fancy	U.S. No.1
<b>Succotash</b>	U.S. Grade A, whole-grain sweet corn shall not comprise less than 50% by weight and lima beans shall not comprise less than 12.5% by weight.	U.S. Grade A or U.S. Fancy, Corn, sweet, whole kernel (white or yellow) shall not comprise less than 50% by weight and lima beans or soy beans (edamame) shall not comprise less than 25% by weight.	
<b>Three Bean Salad</b>	U.S. Grade A or Fancy, mixture of green beans, wax beans, and dark or light red beans, marinated.		
<b>Tomatoes</b>	Whole, sliced, or crushed, U.S. Grade B or Extra Standard.		U.S. No.1
<b>Tomato Sauce</b>	U.S. Grade B or Extra Standard		
<b>Yucca</b>		Skinless, pre-cut	Roots completely covered with bark-like skin, free from cracks, sliminess or mold.
<b>Zucchini</b>		Sliced, U.S. Grade A or Fancy	U.S. No.1
<b>Fruit</b>	<b>Canned</b>	<b>Frozen</b>	<b>Fresh</b>
<b>Apples (All varieties)</b>	U.S. Grade A, Sliced, regular pack in water.		U.S. No. 1
<b>Applesauce</b>	U.S. Grade A, Natural, Unsweetened.		
<b>Florida Avocados</b>			U.S. No. 1 or U.S. Combination (at least 60%, by count, meet U.S. No. 1)
<b>Bananas</b>			Must be delivered to Institution with even bright yellow color, un-bruised

<b>Cantaloupe</b>			"Full slip" stem end, free from lumps or soft spots.
<b>Clementines (or tangerines)</b>			U.S. Fancy or U.S. No.1 Bright.
<b>Fruit Cocktail</b>	U.S. Grade B or U.S. Choice, packed in own juice or unsweetened fruit juice.		
<b>Grapes (halved)</b>			U.S. No. 1, seedless, red or white, must be halved
<b>Honeydew</b>			Symmetrical, firm-not rock-hard, free from lumps or soft spots.
<b>Juice, Ready-to-serve</b> (All varieties)	All juice must be 100% fruit or vegetable juice, USDA Inspected and pasteurized. All juice must be fortified with 100% or more of vitamin C unless it is orange or grapefruit juice. <b>Juice must be delivered to the Institution ready-to-serve.</b>		
<b>Mandarin Oranges</b>	Type I or II, size C or D, no sugar added, packed in own juice or unsweetened fruit juice, manufacturer's/distributor's certification required.		
<b>Mangos</b>			U.S. Fancy or U.S. No.1.
<b>Oranges</b> (All varieties)			<u>Fresh</u> - U.S. Fancy <u>Chilled</u> - US Grade A or Fancy
<b>Peaches</b>	U.S Grade B or U.S. Choice, Halves or slices, Yellow, cling stone, packed in own juice or unsweetened fruit juice.		U.S. No. 1
<b>Pears</b>	U.S. Grade A, Bartlett, Halves or slices, packed in own juice or unsweetened fruit juice.		U.S. No. 1
<b>Pineapple</b> (Sliced, tidbits, cubes, or chunk)	U.S. Grade A packed in own juice or unsweetened fruit juice.		U.S. No. 1
<b>Plantains</b> ( <b>Maduros – sweet, or tostones/mofongo/mangu – not sweet</b> )		Sliced, Individually Quick Frozen, pre-cooked, oven ready. Not pre-fried, zero grams trans fat per serving.	Very ripe or green, ready to cook.
<b>Tropical Mixed Fruit</b>	U.S. Grade B or U.S. Choice, packed in own juice or unsweetened fruit juice.		<u>Fresh</u> - U.S. No. 1 <u>Chilled</u> – Florida Pack in light syrup or own juice. Fruit to include papaya and mango. Packed under continuous USDA inspection.
<b>Raisins</b>	Dried, seedless, mixed size. U.S. Grade A. 1/8 cup raisins credits as ¼ cup fruit; ¼ cup raisins credits as ½ cup fruit.		
<b>Seasonal Fresh Fruit</b>			Choice of cantaloupe, honeydew, mango, pineapple, strawberries, or watermelon.
<b>Strawberries</b>			U.S. No. 1
<b>Watermelon</b>			With or without seeds, dull skin, no flat sides, has hollow sound when tapped.

Grains	
<b>All grain/bread products</b>	Must meet Grain Requirements for CCFP, Exhibit A. Must be whole grain, whole grain-rich, or enriched. 100% whole grain means that all grain ingredients are whole grain. Cornmeal and corn flour and products using cornmeal and corn flour such as arepa, tortillas, tortilla chips, taco shells, cornbread, and corn muffins must be whole grain, whole grain-rich, or enriched. Grain products must be zero grams trans fat per serving.
Meat/Meat Alternates	
<b>Beef, Breaded country fried patties</b>	Frozen, fully cooked. CN Label or Product Formulation Statement (PFS) required. Ground beef not to exceed 30% fat, water, vegetable protein product, spices and seasonings. No dried whole eggs or MSG allowed. Not pre-fried, zero grams trans fat per serving.
<b>Beef, Canned Cubed</b>	Lean meat only, in juice. ¾" to 1" cubes. USDA inspected.
<b>Beef, Ground</b>	Beef, ground, bulk, frozen; IMPs 136; 80:20 lean to fat ratio or less than 20% fat.
<b>Beef, Patties</b>	Frozen, fully cooked. CN Label or Product Formulation Statement (PFS) required. Ground beef (not more than 30% fat), water, vegetable protein product, spices and seasonings. No dried whole eggs or MSG allowed.
<b>Beef, Salisbury patties</b>	Frozen, fully cooked. CN Label or Product Formulation Statement (PFS) required. Minimum 2.14 oz. patty to provide 2 oz. meat/meat alternate. Ingredients: Ground beef (not more than 30% fat), water, vegetable protein product, spices and seasonings. No dried whole eggs or MSG allowed. Not pre-fried, zero grams trans fat per serving.
<b>Beef, Shoulder Clod Roast</b>	USDA Grade Good 12-14 lb. Roasts. Frozen. The shoulder clod roast is the same as the IMPs 114 except that the shoulder (cutaneous muscle) shall be removed when the underlying fat must be trimmed to comply with the surface fat thickness requirements. The heavy tendons at the elbow end of the clod shall be trimmed even with the lean and all sides shall be trimmed so that the clod is not less than 1" thick at any point. When smaller roasts are specified, the thick end of the clod shall be made into one roast and the thin end shall be split length-wise, the ends reversed and the boned surfaces placed together to produce a uniformly thick roast. These roasts shall be held intact by tying girthwise. IMPs Item #144A.
<b>Beef, for Stewing</b>	USDA Standard Grade. IMPs 135A. Cutting with electric saw will be permitted. Meat with dark discoloration, all bones, cartilage, back strap, exposed large blood vessels, heavy connective tissue and the pre-scapular lymph gland shall be removed. The thick tendinous ends of the shank shall be removed by cutting back until a cross sectional cut shows at least 75% lean. Not less than 75%, by weight, of the diced pieces shall be of a size which is equivalent of not less than a ¾ inch cube or not more than a 1 ½" cube and no individual surface of these pieces shall exceed 2 ½" in length. This item is the same as IMPs 135 Diced Beef except that the surface or seam fat of the boneless meat prior to dicing shall not exceed ¼" in any thickness at any one point. In addition, the fat content of the boneless meat determined visually shall not exceed 20%. Container to provide proper labeling and identification and USDA Inspection Stamp.
<b>Cheese</b> (shredded or sliced or stick)	The following cheeses will meet 21 C.F.R. §133 standards of identity: Cheddar – U.S. Grade A A. Colby – U.S. Grade A A. Mozzarella – Low moisture, Part skim, 100% natural cheese, minimum milkfat 45% and maximum moisture content of 52%. American – pasteurized, process cheese or blended cheese, processed in USDA approved plant, process cheese: minimum milkfat 50% by weight of solids and maximum moisture content is 40%, blended cheese: 13-17% milkfat by total weight and not more than 51% moisture content. Provolone – pasteurized, minimum milkfat 45% by weight of solids and maximum moisture content is 45% by weight. (No smoked.) Swiss – U.S Grade A
<b>Cheese, Cottage</b>	Pasteurized, plain, USDA Quality Approved Inspection Shield, meets 21 C.F.R. §133 standards of identity.
<b>Chicken, Breaded patty</b>	Frozen, fully cooked. CN Label or Product Formulation Statement (PFS) required. Minimum 3 oz. patty to provide a 2 oz. meat/meat alternate and 1 serving of bread. Ingredients: Ground chicken, vegetable protein product, spices and seasonings. No MSG allowed. Not pre-fried, Zero grams trans fat per serving.

<b>Chicken, 8 Piece Cut</b>	Raw individually quick frozen, ice glazed, cleaned and ready to cook, hand cut from USDA inspected grade A fryers. Portions shall be cut from 2 ½ to 3 ¼ pound fryers, without giblets or necks. Average portion weight 4.5 oz. packaged in heavy-duty poly bags inside legibly labeled heavy duty master cartons. Average cases weight 27 pounds. 96 portions per cases.
<b>Chicken, Drumsticks</b>	Raw individually quick frozen, ice glazed, clean and ready to cook, hand cut from USDA inspected grade A fryers. Raw portion weight 3.7 oz. plus or minus ¼ oz. Packaged in heavy duty poly bags inside legibly labeled heavy-duty master cartons.
<b>Chicken, Nuggets</b>	Fully cooked, breaded, IF. Cooked weight of nugget 14.17 g (1/2 oz.) to 28.35 g (1 oz.). Chunked and formed, ½ inch cube or greater, mostly white meat (not less than 66 % white, not more than 34 % dark), without skin. CN Label or Product Formulation Statement (PFS) required. Not pre-fried, zero grams trans fat per serving. No MSG. USDA certified.
<b>Chicken, Thighs (No back)</b>	Raw, individually quick frozen, ice glazed, cleaned and ready to cook, hand cut from USDA inspected Grade A fryers. Raw portion weight 4.1 oz. plus or minus ½ oz. Packaged in heavy duty poly bags inside legibly labeled heavy-duty master cartons.
<b>Chicken, Whole</b>	Raw frozen, ice glazed, cleaned and ready to cook, USDA inspected grade A broilers, fryers, or hens. Average portion weight 6-8 lb. Packaged in heavy duty poly bags inside legibly labeled heavy-duty master cartons.
<b>Eggs</b>	USDA inspected large, Grade A or better, 100% candled. Eggs may be raw in shell, fully cooked whole eggs, frozen diced, frozen patty (CN Label products available), or broken homogenized and pasteurized.
<b>Egg, Salad</b>	Fully cooked eggs (see Eggs specification). "Salad" may be prepared by mixing eggs with relish and/or chopped vegetables such as celery and onions. Mayonnaise may be used as a moistening agent to "bind" the salads. Egg portion must be one whole large egg before added ingredients.
<b>Fish, Portion (breaded)</b>	Cod or Alaska Pollack, oven-ready, breaded, un-fried, 3 oz. portion (rectangle or wedge). Meets the requirements of U.S. Grade A, 75 percent by weight of fish flesh. CN Label or Product Formulation Statement (PFS) required. No MSG, zero grams trans fat per serving. USDC/NOAA Seafood Inspection approved.
<b>Fish, Portion (un-breaded)</b>	Cod or Alaska Pollack, or Haddock, or Tilapia, or Whitefish, U.S. Grade A once-frozen fish fillets. USDC/NOAA Seafood Inspection approved.
<b>Fish, Sticks</b>	Cod or Alaska Pollack, oven-ready, breaded, un-fried, 1 oz. stick. Meets the requirements of U.S. Grade A, 72 percent by weight of fish flesh. CN Label or Product Formulation Statement (PFS) required. No MSG, zero grams trans fat per serving. NOAA certified.
<b>Fish, Tuna</b>	Fancy, chunk, light, packed in water. Canned or flexible pouch. No salt added. USDC certified.
<b>Fish, Tuna, salad</b>	Tuna fish (as specified above) "salad" may be prepared by mixing tuna fish with relish and/or chopped vegetables such as celery and onions. Mayonnaise may be used as a moistening agent to "bind" the salads. Weight of portion of tuna must be 2 ounces before added ingredients.
<b>Nut/Seed Butter</b>	Peanut butter, or soynut butter: US Grade A, smooth.
<b>Pork, Breaded patty</b>	Fully cooked, breaded, not pre-fried, zero grams trans fat per serving. CN Label or Product Formulation Statement (PFS) required. Minimum 2.83 oz. patty to provide 1.5 oz. meat/meat alternate and 1 serving of bread for children ages 1-5. Minimum 3.75 oz. patty to provide 2 oz. meat/meat alternate and 1¼serving of bread for children ages 6-12. Ingredients: Ground pork (not to exceed 24% fat), water, vegetable protein product, spices and seasonings. Breeding not to exceed 30%. No dried whole eggs or MSG allowed.
<b>Pork, Ham</b>	<u>Lean, boneless, cured, pressed, skinless</u> – Fully-cooked. Moist heat, Pullman, approximately 4 ¼" square. Must be fully cooked, sectioned and formed. USDA Inspected and stamped. IMPs #508. <u>Smoked</u> – Short Shank, Skinned Boned, Rolled and Tied. (Cured and Smoked). Ham is the same as Ham, Skinless, completely boneless IMPs #505, except that the ham shall not be encased in an artificial casing. The boneless ham shall be rolled and string tied. <u>Deli-Style</u> – Round or flat buffet. No binders, fillers or soy allowed. Minimum 94% lean.
<b>Pork, Roast</b>	Raw, fresh or frozen. Boston butt, center loin, or blade-end. U.S. Grade No. 1, less than 1" backfat thickness.
<b>Pork, Sausage</b>	Patty, Link or Market Style. Lightly seasoned and or flavored. No artificial casings. Total fat content not to exceed 20%.

<b>Turkey, Breast</b>	Deli-style, whole muscle, roasted/fully cooked, boneless, skinless, minimum 96% fat free, may be smoked.
<b>Turkey, Ground</b>	Made from USDA inspected turkeys, 100% turkey meat, no binders or fillers, minimum 85% lean.
<b>Turkey, Roast</b>	Frozen, raw, USDA Grade A. Boneless, 60/40 white/dark ratio, wrapped in natural skin, netted. 8-10 lb. each.
<b>Turkey, Slices</b>	Fully cooked. Made with no less than 60% white meat, no skin added, no binders, fillers, or soy allowed. Must be less than 10% fat.
<b>Turkey, Whole</b>	Young Tom Eviscerated, 16 lb. and over. USDA Grade A.
<b>Veggie Burger</b>	<b>Hamburger Style Classic</b> , frozen, 2.5 oz. fully cooked Hamburger Style Classic Garden burger – all vegetable. To provide 2 oz. equivalent meat alternate for Child Nutrition Meal Pattern Requirements. CN Label or Product Formulation Statement (PFS) required.
<b>Yogurt</b>	Type II (High Protein), Class B (lowfat) or C (nonfat), Flavor 2 (fruit flavored) – flavor style a (blended/stirred/set). Must contain no more than 23 grams of total sugars per 6 ounces (no more than 19 grams per 5 oz.; no more than 15 grams per 4 oz.). 4 oz. cups or larger. Product shall: be commercial brand products; have a shelf life of at least 50 days from date of manufacturer
<b>Combination Foods</b>	
Combination main dish food items require a Child Nutrition (CN) Label, Product Formulation Statement (PFS), or standardized recipe. This documentation gives the number of servings, serving size, and minimum meal contribution. Ingredients in these dishes must meet or exceed the minimum specifications on previous pages. <b>The Caterer must inform the institution/facility of the appropriate serving size and supply documentation to institution/facility.</b>	
<b>Pizza, Wedge or Rectangle with Whole Grain</b>	Frozen cheese, or pepperoni, or sausage. Low-moisture, part skim mozzarella cheese 8" wedge or 4" x 6" rectangle, to provide 2 servings grain/bread, 2 oz. meat/meat alternate, 1/8 cup vegetable. CN Label or PFS required. Primary source of flour is to be whole wheat. Zero grams trans fat per serving.
<b>Sandwiches</b> (Midnight/Cuban, Ham and cheese, Turkey and cheese, Tuna Salad)	Must provide the minimum amount of meat/meat alternate and bread/grain per serving for children ages 1-5 and ages 6-12 as specified by the Child Care Food Program Meal Pattern for Children, Attachment 2. (Children age 1 and 2 shall receive the same minimum meal pattern amounts as children age 3-5.) <b>Note: The Caterer must deliver sandwiches pre-assembled (not in separate, bulk food containers) to Institutions, unless requested otherwise by the Institution. Condiments may be sent separately.</b>
<b>Other Foods</b>	
<b>Frequently used condiments</b>	<i>Including: butter; margarine, salad dressings, cream cheese, mayonnaise, etc.</i> Must be zero grams trans fat per serving; low-fat or reduced fat products recommended.

## Grains Requirement for Child Care Food Program

Revised Exhibit A – Grains Requirements for Catered Meal Service<sup>1, 2</sup>

GROUP A		Minimum Serving Size for GROUP A
<ul style="list-style-type: none"> <li>Bread type coating</li> <li>Bread sticks (hard)</li> <li>Chow mein noodles</li> <li>Savory Crackers (saltines and snack crackers)</li> </ul>	<ul style="list-style-type: none"> <li>Croutons</li> <li>Pretzels (hard)</li> <li>Stuffing (dry)</li> </ul> <p><i>Note: weights apply to bread in stuffing.</i></p>	<p>1 serving = 22 gm or 0.8 oz</p> <p>½ serving = 11 gm or 0.4 oz</p>
GROUP B		Minimum Serving Size for GROUP B
<ul style="list-style-type: none"> <li>Animal crackers (plain)</li> <li>Bagels</li> <li>Batter type coating</li> <li>Biscuits</li> <li>Breads (sliced, French, Italian)</li> <li>Buns (hamburger and hot dog)</li> <li>Egg roll skins</li> <li>English muffins</li> </ul>	<ul style="list-style-type: none"> <li>Graham crackers (plain)</li> <li>Pita bread</li> <li>Pizza crust</li> <li>Pretzels (soft)</li> <li>Rolls</li> <li>Tortillas</li> <li>Tortilla chips</li> <li>Taco shells</li> </ul>	<p>1 serving = 28 gm or 1.0 oz</p> <p>½ serving = 14 gm or 0.5 oz</p>
GROUP C		Minimum Serving Size for GROUP C
<ul style="list-style-type: none"> <li>Cornbread</li> <li>Corn muffins</li> <li>Croissants</li> </ul>	<ul style="list-style-type: none"> <li>Pancakes</li> <li>Waffles</li> </ul>	<p>1 serving = 34 gm or 1.2 oz</p> <p>½ serving = 17 gm or 0.6 oz</p>
GROUP D		Minimum Serving for GROUP D
<ul style="list-style-type: none"> <li>Muffins (all, except corn)</li> </ul>		<p>1 serving = 55 gm or 2.0 oz</p> <p>½ serving = 28 gm or 1.0 oz</p>
GROUP E		Minimum Serving for GROUP E
<ul style="list-style-type: none"> <li>French toast</li> </ul>		<p>1 serving = 69 gm or 2.4 oz</p> <p>½ serving = 35 gm or 1.2 oz</p>
GROUP F/G		Minimum Serving for GROUP F/G
Grain-based desserts are not creditable.		
GROUP H		Minimum Serving for GROUP H
<ul style="list-style-type: none"> <li>Breakfast cereals (cooked)<sup>3</sup></li> <li>Bulgur or cracked wheat</li> <li>Cereal Grains (barley, quinoa, etc)</li> <li>Macaroni (all shapes)</li> </ul>	<ul style="list-style-type: none"> <li>Noodles (all varieties)</li> <li>Pasta (all shapes)</li> <li>Ravioli (noodle only)</li> <li>Rice (white or brown)</li> </ul>	<p>1 serving = ½ cup cooked or 1 ounce (28 g) dry</p>
GROUP I		Minimum Serving for GROUP I
<ul style="list-style-type: none"> <li>Ready to eat breakfast cereal (cold, dry)<sup>3</sup></li> </ul>		<p>1 serving = ¾ cup for children ages 6-18</p> <p>1 serving = ⅓ cup for children ages 3-5</p> <p>1 serving = ¼ cup for children ages 1-2</p>

- The following foods must be whole grain, whole grain-rich, or enriched.
- Some of the following foods or their accompaniments may contain more sugar, salt and/or fat than others. This should be a consideration when deciding how often to serve them.
- Breakfast cereals are traditionally served as a breakfast item but may be served in meals other than breakfast. Cereals must contain no more than 6 grams of sugar per dry ounce and must be whole-grain, whole grain-rich, or enriched or fortified cereal. Refer to Florida WIC-Approved Cereal List.

**Note: Cornmeal and corn flour and products using cornmeal and corn flour such as arepa, tortillas, plain tortilla chips, taco shells, cornbread, and corn muffins must be whole-grain, whole-grain rich, or enriched.**

# Florida WIC-Approved Cereal List 2018-2019

## Breakfast Cereal

Highlighted cereals meet the 100% whole grain requirement

Cereals with \* contain 51% or more whole grain.

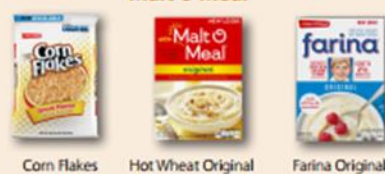
### General Mills

GF = Gluten Free



### Kellogg's

### Malt O Meal



### Post



### Quaker

### Sunbelt Bakery



### Any Store Brand or Ralston Foods Brand of the following:

- |                               |                                    |                                 |
|-------------------------------|------------------------------------|---------------------------------|
| Almonds & Oats                | Krunch Nutties *                   | Toasted Whole-Grain Oat Spins * |
| Bran Flakes *                 | Live Life 100% Oat Cereal *        | Toasted Oats or Crispy Oats *   |
| Corn Crisps or Bites          | Lively Oats/Live It Up! *          | Toasted Rollin' Oats *          |
| Corn Flakes                   | MultiGrain Flakes                  | Toasted Wheat *                 |
| Crisp/Crispy Rice             | MultiGrain Medley *                | Wheat Biscuits/Squares/Crisps * |
| Crispy Hexagons (Corn & Rice) | MultiGrain Tasteos *               | Wheat & Crunchy *               |
| Crunchy Nuggets *             | MultiGrain Toasted Cereal *        | Wheat Flakes                    |
| Crunchy Honey Oats            | Nutty Nuggets *                    |                                 |
| Crunchy Oat Squares *         | O's Oat Cereal *                   |                                 |
| Crunchy Wheat *               | Oat Squares/Oat Wise *             |                                 |
| Crunchy Wheat & Barley *      | Oats & More with Honey             |                                 |
| Corn Flakes                   | Oats & More with Almonds           |                                 |
| Essentially You               | Original Oat Crunch *              |                                 |
| Frosted Shredded Wheat:       | Rice Crisps/Rice Crispers/Toasted  |                                 |
| Original * Strawberry/Cream * | Rice                               |                                 |
| Frosted Wheat *               | Rice/Corn Biscuits/Squares/Pockets |                                 |
| Happy O's *                   | Square-Shaped Rice/Corn            |                                 |
| Honey & Oats                  | Square-Shaped Wheat/Oats *         |                                 |
| Instant Grits Original        | Tasteos *                          |                                 |
| 11.8 oz Instant Oatmeal:      | Toasted Corn                       |                                 |
| Original/Regular *            | Toasted Multi-Grain Spins *        |                                 |

### B & G Foods



This document has been edited for use in the Florida Child Care Food Program.

## Attachment 5

### Meal Services to be Provided

- 1) The Institution or Facility must select meal types and how food items shall be delivered by checking the appropriate boxes. Note: Breakfast, Lunch and Supper **must** include milk. Snack may include milk according to cycle menu selected. **Bulk canned fruit must be in suitable food-grade storage container(s) with tight fitting lid(s).**

☐ **Breakfast**

- ☐ Bulk  
☐ Unitized

☐ **Lunch/Supper**

- ☐ Bulk  
☐ Unitized

☒ **Snack**

- ☒ Bulk  
☐ Unitized

- 2) The Institution or Facility must select milk type(s) and size(s) of milk container(s) to be delivered. Children one year of age must be served unflavored whole milk. Children two through five years old must be served either unflavored lowfat (1 percent) or unflavored fat free (skim) milk. Children six years old and older must be served unflavored or flavored lowfat (1 percent) or fat-free (skim) milk. Note: Contract price must include the price of milk to be included with program meals. The Caterer must charge separately should additional milk be requested by the Institution or Facility outside the scope of this contract.

☐ Unflavored Lowfat (1%)

- ☐ Gallon  
☐ Half-gallon  
☒ Individual 8 oz. cartons  
☐ Other: \_\_\_\_\_

☐ Unflavored Fat-Free

- ☐ Gallon  
☐ Half-gallon  
☐ Individual 8 oz. cartons  
☐ Other: \_\_\_\_\_

☐ Flavored Fat-Free or Lowfat

- ☐ Gallon  
☐ Half-gallon  
☐ Individual 8 oz. cartons  
☐ Other: \_\_\_\_\_

☐ Unflavored Whole

- ☐ Gallon  
☐ Half-gallon  
☐ Individual 8 oz. cartons  
☐ Other: \_\_\_\_\_

Maximum number of children age one (unflavored whole): \_\_\_\_\_

Maximum number of children age 6 and older (if requesting flavored fat free): \_\_\_\_\_

- 3) The Institution or Facility must check below if the Caterer shall deliver sandwich foods such as cold sandwiches and wraps and hot burritos in bulk or pre-assembled. The Institution or Facility must be authorized to assemble sandwiches onsite and have adequate storage space to hold sandwiches at proper temperatures.

☒ **Bulk**, Caterer must deliver sandwich foods separately in bulk.

☐ **Pre-assembled**, Caterer must deliver sandwiches pre-made.

- 4) The Institution or Facility must check below if the Caterer shall supply **disposable meal service products**. Note: See minimum paper product specifications below. Note: Contract price must include the price of disposable meal service products when the "yes" box below is checked. The Caterer may charge separately should additional quantities of disposable meal service products be requested by the Institution or Facility outside the scope of this contract.

☒ **Yes**, Caterer must supply disposable meal service products.

☐ **No**, Caterer not required to supply disposable meal service products.

#### Minimum Disposable Meal Service Products:

- 8 oz. paper cold cup
- 9 in., 3-compartment, white, un-laminated foam or plastic plate
- 12X13, 1 ply, white, 1/4 fold napkins
- 10 oz. paper cold cup
- 10.25 in., 3-compartment, white, un-laminated foam or plastic plate
- Medium weight, plastic forks
- 8 oz. foam cup
- 4 oz. or 8 oz. foam container
- Medium weight, plastic spoons
- 10 oz. foam cup
- 5 oz., white, plastic bowl
- Individually wrapped plastic straws
- 9 oz. soft plastic, translucent cup
- 
- 10 oz. soft plastic, translucent cup
- 

- 5) The Institution or Facility must check below if the Caterer shall supply with each delivery, **clean serving utensils** (scoops and/or ladles and/or measuring-serving spoons of standard sizes, disposable or stainless) to ensure appropriate serving size of foods as specified by the Child Care Food Program Meal Pattern for Children, Attachment 2 and the Cycle Menu, Attachment 3.

☒ **Yes**, Caterer must supply serving utensils.

☐ **No**, Caterer not required to supply serving utensils.

Attachment 6  
**Delivery Schedule**

To be completed by the Institution or Facility (***in ink and retain copy***) prior to execution of the Standard Catering Contract and provided to the Caterer. (Make additional copies if needed.)

**The Institution or Facility must:**

- **Delete or add facilities at least one week prior to the required date of service. The Delivery Schedule or other written notice must be used to add or delete facilities.**
- **Specify delivery time and ensure that it is no earlier than three hours before the CCFP approved start time of each hot meal service (lunch and/or supper).**

Deliver the same day snack and next day breakfast at the specified delivery time for each hot meal service (lunch and supper) according to Delivery Schedule, unless otherwise requested by the Institution or Facility.

<b>Institution or Facility</b>	<b>Address</b>	<b>Telephone No.</b>	<b>Contact Person</b>	<b>Type of Meal* &amp; Estimated Total No. Needed Per Day</b>	<b>Specified Delivery Time(s)</b>
Bass Park	2750 NW 19th St Fort Lauderdale, FL 33311	954-828-8498	Chiketia Ponder	35 AS	1:00 PM
Carter Park	1450 W. Sunrise Blvd Ft. Lauderdale, FL 33311	954-828-5411	Tina Butler	30 AS	1:00 PM
Croissant Park	245 W. Park Drive Ft. Lauderdale, FL 33315	954-828-6154	Lisa Thomas	75 AS	1:00 PM
Lauderdale Manors	1340 Chateau Park Drive Ft. Lauderdale, FL 33311	954-828-5414	Sandra Sullivan	25 AS	1:00 PM
Osswald Park	2220 NW 21st Avenue Ft. Lauderdale, FL 33311	954-828-6455	Starretha Ferguson	40 AS	1:00 PM
Riverland Park	950 SW 27th Avenue Ft. Lauderdale, FL 33312	954-828-5321	Willie Brown	70 AS	1:00 PM
Warfield Park	1000 N. Andrews Avenue Ft. Lauderdale, FL 33301	954-828-6120	Vanessa Wright	75 AS	1:00 PM

\*B = Breakfast, L = Lunch, S = Supper, MS = Morning Snack, AS = Afternoon Snack, ES = Evening Snack

Attachment 7

**Price Schedule**

**The Institution or Facility must complete columns 1 & 2 (*in ink and retain copy*) prior to obtaining price quotes from selected caterers.** Caterer must complete remainder of form and return with price quote by date and time specified by the Institution. Failure to do so will be at the Caterer's risk.

Name of Institution: <u>CITY OF FORT LAUDERDALE</u> CCFP Authorization No.: <u>4798</u>				
Attachment 2 Cycle Menu Selected (Circle: A, B, or C; or no pork/peanut version of A, B, or C; or kosher): <u>B</u> <div style="text-align: right;"><i>Print menu selection</i></div>				
Type of Meal per Contract Specifications	Estimated Total No. of Meals per Day 1	Estimated No. of Serving Days per Year 2	Unit Price per Meal 3	Total Price 4
Breakfast (Ages 1-5*)				
Breakfast (Ages 6-18)				
Lunch (Ages 1-5*)				
Lunch (Ages 6-18)				
Supper (Ages 1-5*)				
Supper (Ages 6-18)				
Morning Snack (Ages 1-5*)				
Morning Snack (Ages 6-18)				
Afternoon Snack (Ages 1-5*)	20	180		
Afternoon Snack (Ages 6-18)	270	180		
Evening Snack (Ages 1-5)				
Evening Snack (Ages 6-18)				
"Boxed" Lunches (Ages 1-5)				
"Boxed" Lunches (Ages 6-18)				
<b>Note: "Boxed" lunches may be requested by the Institution for field trips. Institution must keep documentation of field trip and menu served.</b>				
<b>*Ages 1-5 based on meal pattern portion sizes for ages 3-5.</b>			<b>Grand Total</b> 5	

*By affixing my signature on this quote, I hereby state that I have read all contract terms, conditions and specifications and agree to all terms, and conditions, provisions, and specifications. I certify that I will provide and deliver to the location(s) specified in the contract.*

**Caterer Company Name:** \_\_\_\_\_

**Authorized Caterer Representative:** \_\_\_\_\_  
(Signature) (Date)

**Name and Title:** \_\_\_\_\_  
(Print or Type)

## Attachment 8

## Institution or Facility Conflict of Interest Questionnaire

The authorized ***Institution or Facility*** representative must complete this attachment.

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Do you, your immediate family, or business partner have financial or other interests in any of the potential Caterers?           | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have gratuities, favors or anything of monetary value been offered to you or accepted by you from any of the potential Caterers? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you been employed by any of the potential Caterers within the last 24 months?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you plan to obtain a financial interest, e.g. stock, in any of the Caterers?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you plan to seek or accept future employment with any of the potential Caterers?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are there any other conditions which may cause a conflict of interest?   | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered Yes to any of the above questions, please provide a written explanation of your answer.

[illegible]

**I declare that the above questions are answered truthfully and to the best of my knowledge.**

**Signature of Authorized Institution Representative**

Date \_\_\_\_\_

## Attachment 9

## Caterer Conflict of Interest Questionnaire

The authorized **Caterer** representative must complete this attachment.

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Do you, your immediate family, or business partner have financial or other interests in the Institution of which you are submitting this contract? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have gratuities, favors or anything of monetary value been offered to you or accepted by you from the Institution?                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you been employed by the Institution or Facility within the last 24 months?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you plan to obtain a financial interest, e.g. stock, in the Institution or Facility?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you plan to seek or accept future employment with the Institution or Facility?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are there any other conditions which may cause a conflict of interest?   | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered Yes to any of the above questions, please provide a written explanation of your answer.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

**I declare that the above questions are answered truthfully and to the best of my knowledge.**

**Signature of Authorized Caterer Representative**

Date \_\_\_\_\_

Attachment 10  
**Catered Meal Service Deficiency Report**

**Child Care Center Information**

**Center Name:**

**\*Sponsor Name (If applicable):**

**Date of Report:**

**Date of Incident:**

**Caterer Name:**

**Please check the deficiency that applies to the report**

- ☐ Food not delivered on time. **Requested Time:**                      **Delivery Time:**
- ☐ Hot food delivered below 135 °F. **Item:**    **Temperature:**                      °F
- ☐ Cold food delivered above 41 °F. **Item:**    **Temperature:**                      °F
- ☐ **Delivery does not include all meal components.**                      **Missing:**
- ☐ **Delivery does not include the quantity ordered.**                      **Missing:**
- ☐ **Delivery does not include the supplies requested.** **Missing:**
- ☐ **Delivered food that is spoiled or unwholesome.**
- ☐ **Other deficiency.**

**Additional comments to explain the deficiency:**

**Child Care Staff Name:**

**Date Sent to Caterer:**

**Caterer Response**

**Caterer Signature:**

**Date Sent to Child Care Center:**

\*Provide copy to Sponsor if applicable.

CCFP June 2017

Attachment 11

**Catered Meal Order Change Form**

When making changes to the number of catered meals ordered, the Institution or Facility must complete the Catered Meal Change Form and fax or scan and email to the Caterer by 5:00 p.m. two days prior to delivery. The Caterer will confirm the requested change(s) with a return fax or email to the Institution or Facility within twenty-four hours of receipt. **Please note: This form is to be used for changing the number of meals ordered only. Meal type must be based on the initial or original contract Price Schedule.**

Institution Name: \_\_\_\_\_ (CCFP Authorization No.)

Child Care Facility Name: \_\_\_\_\_

Child Care Facility Address: \_\_\_\_\_

Caterer Name: \_\_\_\_\_ (Fax No./E-mail)

Authorized Institution Representative: \_\_\_\_\_  
(Signature) (Date)

Meal Type	Current Total No. of Meals Ordered per Day	Change Total No. of Meals Ordered To:	Time Period (Please designate "until further notice" or with specific dates)
Breakfast (Ages 1-5)			
Breakfast (Ages 6-18)			
Lunch (Ages 1-5)			
Lunch (Ages 6-18)			
Supper (Ages 1-5)			
Supper (Ages 6-18)			
Morning Snack (Ages 1-5)			
Morning Snack (Ages 6-18)			
Afternoon Snack (Ages 1-5)			
Afternoon Snack (Ages 6-18)			
Evening Snack (Ages 1-5)			
Evening Snack (Ages 6-18)			
"Boxed" Lunches (Ages 1-5)			
"Boxed" Lunches (Ages 6-18)			

Maximum number of children age one (unflavored whole milk): \_\_\_\_\_

Maximum number of children age 6 and older (if requesting flavored fat free milk): \_\_\_\_\_

Caterer received date: \_\_\_\_\_

Effective change date: \_\_\_\_\_

**CITY OF FORT LAUDERDALE  
GENERAL CONDITIONS**

These instructions and conditions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Procurement Services Division. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement. In this general conditions document, Invitation to Bid (ITB), Request for Qualifications (RFQ), and Request for Proposal (RFP) are interchangeable.

**PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:**

- 1.01 BIDDER ADDRESS:** The City maintains automated vendor address lists that have been generated for each specific Commodity Class item through our bid issuing service, BidSync. Notices of Invitations to Bid (ITB'S) are sent by e-mail to the selection of bidders who have fully registered with BidSync or faxed (if applicable) to every vendor on those lists, who may then view the bid documents online. Bidders who have been informed of a bid's availability in any other manner are responsible for registering with BidSync in order to view the bid documents. There is no fee for doing so. If you wish bid notifications be provided to another e-mail address or fax, please contact BidSync. If you wish purchase orders sent to a different address, please so indicate in your bid response. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.
- 1.03 PACKING SLIPS:** It will be the responsibility of the awarded Contractor, to attach all packing slips to the OUTSIDE of each shipment. Packing slips must provide a detailed description of what is to be received and reference the City of Fort Lauderdale purchase order number that is associated with the shipment. Failure to provide a detailed packing slip attached to the outside of shipment may result in refusal of shipment at Contractor's expense.
- 1.04 PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 45 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- 1.05 TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.
- 1.06 BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that the bid and the prices quoted in the bid will be firm for acceptance by the City for a period of one hundred twenty (120) days from the date of bid opening unless otherwise stated in the ITB.
- 1.07 VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.
- By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared by the City as conditional.
- 1.08 NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.
- 1.09 MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its procurement activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term "Minority Business Enterprise" means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a "Women Owned or Controlled Business" is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European decent including Pakistani and East Indian.

HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.

ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

**1.10 MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION**

It is the desire of the City of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and

procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal. If a proposer is considered for award, he or she will be asked to meet with City staff so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

#### **1.11 SCRUTINIZED COMPANIES**

As a condition precedent to the effectiveness of this Agreement, subject to *Odebrecht Construction, Inc., v. Prasad*, 876 F.Supp.2d 1305 (S.D. Fla. 2012), *affirmed*, *Odebrecht Construction, Inc., v. Secretary, Florida Department of Transportation*, 715 F.3d 1268 (11th Cir. 2013), with regard to the "Cuba Amendment," the Contractor certifies that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and that it does not have business operations in Cuba or Syria, as provided in section 287.135, Florida Statutes (2023), as may be amended or revised. As a condition precedent to any contract for goods or services of any amount and as a condition precedent to the renewal of any contract for goods or services of any amount, the Contractor certifies that it is not on the Scrutinized Companies that Boycott Israel List created pursuant to Section 215.4725, Florida Statutes (2023), and that it is not engaged in a boycott of Israel. The City may terminate this Agreement at the City's option if the Contractor is found to have submitted a false certification as provided under subsection (5) of section 287.135, Florida Statutes (2023), as may be amended or revised, or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or the Scrutinized Companies that Boycott Israel List created pursuant to Section 215.4725, Florida Statutes (2023), as may be amended or revised, or is engaged in a boycott of Israel, or has been engaged in business operations in Cuba or Syria, as defined in Section 287.135, Florida Statutes (2023), as may be amended or revised.

#### **1.12 DEBARRED OR SUSPENDED BIDDERS OR PROPOSERS**

The bidder or proposer certifies, by submission of a response to this solicitation, that neither it nor its principals and subcontractors are presently debarred or suspended by any Federal department or agency.

### **Part II DEFINITIONS/ORDER OF PRECEDENCE:**

#### **2.01 BIDDING DEFINITIONS** The City will use the following definitions in its general conditions, special conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process:

INVITATION TO BID (ITB) The solicitation document used for soliciting competitive sealed bids for goods or services.

INVITATION TO NEGOTIATE (ITN) All solicitation documents, regardless of medium, whether attached to or incorporated by reference in solicitations for responses from firms that invite proposals from interested and qualified firms so the city may enter into negotiations with the firm(s) determined most capable of providing the required goods or services.

REQUEST FOR PROPOSALS (RFP) A solicitation method used for soliciting competitive sealed proposals to determine the best value among proposals for goods or services for which price may not be the prevailing factor in award of the contract, or the scope of work, specifications or contract terms and conditions may be difficult to define. Such solicitation will consider the qualifications of the proposers along with evaluation of each proposal using identified and generally weighted evaluation criteria. RFPs may include price criteria whenever feasible, at the discretion of the city.

REQUEST FOR QUALIFICATIONS (RFQ) A solicitation method used for requesting statements of qualifications in order to determine the most qualified proposer for professional services.

BID – a price and terms quote received in response to an ITB.

PROPOSAL – a proposal received in response to an RFP.

BIDDER – Person or firm submitting a Bid.

PROPOSER – Person or firm submitting a Proposal.

RESPONSIVE BIDDER – A firm who has submitted a bid, offer, quote, or response which conforms in all material respects to the competitive solicitation document and all of its requirements.

RESPONSIBLE BIDDER – A firm who is fully capable of meeting all requirements of the solicitation and subsequent contract. The respondent must possess the full capability, including financial and technical, ability, business judgment, experience, qualifications, facilities, equipment, integrity, capability, and reliability, in all respects to perform fully the contract requirements and assure good faith performance as determined by the city.

FIRST RANKED PROPOSER – That Proposer, responding to a City RFP, whose Proposal is deemed by the City, the most advantageous to the City after applying the evaluation criteria contained in the RFP.

SELLER – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the City.

CONTRACTOR – Any firm having a contract with the city. Also referred to as a "Vendor".

CONTRACT – All types of agreements, including purchase orders, for procurement of supplies, services, and construction, regardless of what these agreements may be called.

CONSULTANT – A firm providing professional services for the city.

#### **2.02 SPECIAL CONDITIONS:** Any and all Special Conditions contained in this ITB that may be in variance or conflict with these General Conditions shall have precedence over these General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety,

### **PART III BIDDING AND AWARD PROCEDURES:**

#### **3.01 SUBMISSION AND RECEIPT OF BIDS:** To receive consideration, bids must be received prior to the bid opening date and time. Unless otherwise specified, Bidders should use the proposal forms provided by the City. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid must be made in ink and initialed by Bidder in ink. All information submitted by the Bidder shall be printed, typewritten, or filled in with pen and ink. Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by the City in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Only send bids via facsimile transmission (FAX) if the ITB specifically states that bids sent via FAX will be considered. If such a statement is not included in the ITB, bids sent via FAX will be rejected. Bids will be publicly opened in the Procurement Office, or other designated area, in the presence of Bidders, the public, and City staff. Bidders and the public are invited and encouraged to attend bid openings. Bids will be tabulated and made available for review by Bidder's and the public in accordance with applicable regulations.

#### **3.02 MODEL NUMBER CORRECTIONS:** If the model number for the make specified in this ITB is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the City to determine if the model bid meets the City's requirements.

- 3.03 PRICES QUOTED:** Deduct trade discounts and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the bid, the unit price quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid (Bidder pays and bears freight charges, Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Each item must be bid separately. No attempt shall be made to tie any item or items contained in the ITB with any other business with the City.
- 3.04 TAXES:** The City of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible property. Exemption number for EIN is 59-6000319, and State Sales tax exemption number is 85-8013875578C-1.
- 3.05 WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.
- 3.06 APPROVED EQUAL:** When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder must state clearly in the bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in the bid, to enable the City to ensure that the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.
- 3.07 MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet or exceed these items, and feels that the technical specifications are overly restrictive, the bidder must notify the Procurement Services Division immediately. Such notification must be received by the Procurement Services Division prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.
- 3.08 MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle the bidder to any relief from the conditions imposed in the contract.
- 3.09 SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the City within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the City and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a bid.
- 3.10 LIFE CYCLE COSTING:** If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion that will most accurately estimate total cost of use and ownership.
- 3.11 BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the City of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the City to verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.
- 3.12 USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest.
- 3.13 QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Procurement Director reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.
- 3.14 BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond or cashier's check. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions.
- 3.15 PUBLIC RECORDS/TRADE SECRETS/COPYRIGHT:** The Proposer's response to the RFP is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters or other material submitted in connection with this RFP and the Contract to be executed for this RFP, subject to the provisions of Chapter 119.07 of the Florida Statutes.

Any language contained in the Proposer's response to the RFP purporting to require confidentiality of any portion of the Proposer's response to the RFP, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Florida law, shall be void. If a Proposer submits any documents or other information to the City which the Proposer claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Proposer's response to the RFP constitutes a Trade Secret. The city's determination of whether an exemption applies shall be final, and the proposer agrees to defend, indemnify, and hold harmless the City and the City's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the City's treatment of records as public records. In addition, the proposer agrees to defend, indemnify, and hold harmless the City and the City's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the City's treatment of records as exempt from disclosure or confidential. Proposals bearing copyright symbols or otherwise purporting to be subject to copyright protection in full or in part may be rejected. The proposer authorizes the City to publish, copy, and reproduce any and all documents submitted to the City bearing copyright symbols or otherwise purporting to be subject to copyright protection.

EXCEPT FOR CLEARLY MARKED PORTIONS THAT ARE BONA FIDE TRADE SECRETS PURSUANT TO FLORIDA LAW, DO NOT MARK YOUR RESPONSE TO THE RFP AS PROPRIETARY OR CONFIDENTIAL. DO NOT MARK YOUR RESPONSE TO THE RFP OR ANY PART THEREOF AS COPYRIGHTED.

**3.16 PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder and removal of the Bidder from the City's bidder lists and prohibition from engaging in any business with the City.

**3.17 RESERVATIONS FOR AWARD AND REJECTION OF BIDS:** The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid.

If the ITB provides for a contract trial period, the City reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided services to the City in the past. This procedure to continue until a bidder is selected or the contract is re-bid, at the sole option of the City.

**3.18 LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.

**3.19 BID PROTEST PROCEDURE:** Any proposer or bidder who is not recommended for award of a contract and who alleges a failure by the city to follow the city's procurement ordinance or any applicable law may protest to the chief procurement officer, by delivering a letter of protest to the director of finance within five (5) days after a notice of intent to award is posted on the city's web site at the following url: <https://www.fortlauderdale.gov/departments/finance/procurement-services/notices-of-intent-to-award>

The complete protest ordinance may be found on the city's web site at the following url:  
[https://library.municode.com/fl/fort\\_lauderdale/codes/code\\_of\\_ordinances?nodeid=coor\\_ch2ad\\_artvfi\\_div2pr\\_s2-182direpr](https://library.municode.com/fl/fort_lauderdale/codes/code_of_ordinances?nodeid=coor_ch2ad_artvfi_div2pr_s2-182direpr)

#### **PART IV BONDS AND INSURANCE**

**4.01 PERFORMANCE BOND:** If a performance bond is required in Special Conditions, the Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Performance Bond, payable to the City of Fort Lauderdale, Florida, in the face amount specified in Special Conditions as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

**4.02 INSURANCE:** The Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by City or specified in Special Conditions.

The Contractor shall provide to the Procurement Services Division original certificates of coverage and receive notification of approval of those certificates by the City's Risk Manager prior to engaging in any activities under this contract. The Contractor's insurance is subject to the approval of the City's Risk Manager. The certificates must list the City as an ADDITIONAL INSURED for General Liability Insurance and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the City's Risk Manager if circumstances change or adequate protection of the City is not presented. Bidder, by submitting the bid, agrees to abide by such modifications.

#### **PART V PURCHASE ORDER AND CONTRACT TERMS:**

**5.01 COMPLIANCE WITH SPECIFICATIONS, LATE DELIVERIES/PENALTIES:** Items offered may be tested for compliance with bid specifications. Items delivered which do not conform to bid specifications may be rejected and returned at Contractor's expense. Any violation resulting in contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:

- Bidder's name being removed from the City's bidder's mailing list for a specified period and Bidder will not be recommended for any award during that period.
- All City Departments being advised to refrain from doing business with the Bidder.
- All other remedies in law or equity.

**5.02 ACCEPTANCE, CONDITION, AND PACKAGING:** The material delivered in response to ITB award shall remain the property of the Seller until a physical inspection is made and the material accepted to the satisfaction of the City. The material must comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for storage and shipment by common carrier, and all prices shall include standard commercial packaging. The City will not accept substitutes of any kind. Any substitutes or material not meeting specifications will be returned at the Bidder's expense. Payment will be made only after City receipt and acceptance of materials or services.

**5.03 SAFETY STANDARDS:** All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupation Safety and Health Act of 1970 as amended.

- 5.04 ASBESTOS STATEMENT:** All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that if awarded any portion of the ITB the bidder will supply only material or equipment that is 100% asbestos free.
- 5.05 OTHER GOVERNMENTAL ENTITIES:** If the Bidder is awarded a contract as a result of this ITB, the bidder may, if the bidder has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.
- 5.06 VERBAL INSTRUCTIONS PROCEDURE:** No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, will be recognized by the City as duly authorized expressions on behalf of Contractors.
- 5.07 INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, procurement policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.
- 5.08 INDEMNITY/HOLD HARMLESS AGREEMENT:** Contractor shall protect and defend at Contractor's expense, counsel being subject to the City's approval, and indemnify and hold harmless the City and the City's officers, employees, volunteers, and agents from and against any and all losses, penalties, fines, damages, settlements, judgments, claims, costs, charges, expenses, or liabilities, including any award of attorney fees and any award of costs, in connection with or arising directly or indirectly out of any act or omission by the Contractor or by any officer, employee, agent, invitee, subcontractor, or sublicensee of the Contractor. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.
- 5.09 TERMINATION FOR CAUSE:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.
- 5.10 TERMINATION FOR CONVENIENCE:** The City reserves the right, in the City's best interest as determined by the City, to cancel any contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
- 5.11 CANCELLATION FOR UNAPPROPRIATED FUNDS:** The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.
- 5.12 RECORDS/AUDIT:** The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The Contractor agrees to make available to the City Auditor or the City Auditor's designee, during normal business hours and in Broward, Miami-Dade or Palm Beach Counties, all books of account, reports, and records relating to this contract. The Contractor shall retain all books of account, reports, and records relating to this contract for the duration of the contract and for three years after the final payment under this Agreement, until all pending audits, investigations or litigation matters relating to the contract are closed, or until expiration of the records retention period prescribed by Florida law or the records retention schedules adopted by the Division of Library and Information Services of the Florida Department of State, whichever is later.
- 5.13 PERMITS, TAXES, LICENSES:** The successful Contractor shall, at his/her/its own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried out under this contract.
- 5.14 LAWS/ORDINANCES:** The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.
- NON-DISCRIMINATION:** The Contractor shall not, in any of its activities, including employment, discriminate against any individual on the basis of race, color, national origin, age, religion, creed, sex, disability, sexual orientation, gender, gender identity, gender expression, marital status, or any other protected classification as defined by applicable law.
1. The Contractor certifies and represents that the Contractor will comply with Section 2-187, Code of Ordinances of the City of Fort Lauderdale, Florida, (2019), as may be amended or revised, ("Section 2-187"), during the entire term of this Agreement.
  2. The failure of the Contractor to comply with Section 2-187 shall be deemed to be a material breach of this Agreement, entitling the City to pursue any remedy stated below or any remedy provided under applicable law.
  3. The City may terminate this Agreement if the Contractor fails to comply with Section 2-187.
  4. The City may retain all monies due or to become due until the Contractor complies with Section 2-187.
  5. The Contractor may be subject to debarment or suspension proceedings. Such proceedings will be consistent with the procedures in section 2-183 of the Code of Ordinances of the City of Fort Lauderdale, Florida.
- 5.15 UNUSUAL CIRCUMSTANCES:** If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party of the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required prior items or services, then the Contractor may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor, and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:

1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the City or Contractor. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.
2. The City requires the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.
3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this section of the contract to relieve Contractor of a legitimate obligation under the contract, and no unusual circumstances had occurred, the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Contractor in default and disqualifying Contractor from receiving any business from the City for a stated period of time.

If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.

- 5.16 ELIGIBILITY:** If applicable, the Contractor must first register with the Florida Department of State in accordance with Florida Statutes, prior to entering into a contract with the City.
- 5.17 PATENTS AND ROYALTIES:** The Contractor, without exception, shall defend, indemnify, and hold harmless the City and the City's employees, officers, employees, volunteers, and agents from and against liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including their use by the City. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include any and all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.
- 5.18 ASSIGNMENT:** Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of the City. Any award issued pursuant to this ITB, and the monies, which may become due hereunder, are not assignable except with the prior written approval of the City Commission or the City Manager or City Manager's designee, depending on original award approval.
- 5.19 GOVERNING LAW; VENUE:** The Contract shall be governed by and construed in accordance with the laws of the State of Florida. Venue for any lawsuit by either party against the other party or otherwise arising out of the Contract, and for any other legal proceeding, shall be in the courts in and for Broward County, Florida, or in the event of federal jurisdiction, in the Southern District of Florida.
- 5.20 PUBLIC RECORDS:**

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CITY CLERK'S OFFICE, ONE EAST BROWARD BOULEVARD, SUITE 444, FORT LAUDERDALE, FLORIDA 33301, 954-828-5002, [PRRCONTRACT@FORTLAUDERDALE.GOV](mailto:PRRCONTRACT@FORTLAUDERDALE.GOV).**

Contractor shall comply with public records laws, and Contractor shall:

1. Keep and maintain public records required by the City to perform the service.
2. Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes (2019), as may be amended or revised, or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the City.
4. Upon completion of the Contract, transfer, at no cost, to the City all public records in possession of the Contractor or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of the Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

### **NON-COLLUSION STATEMENT**

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g., ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents, and children) are also prohibited from contracting with the City subject to the same general rules.

**Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.**

#### **NAME**

#### **RELATIONSHIPS**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date

**CONTRACTOR'S CERTIFICATE OF COMPLIANCE WITH  
NON-DISCRIMINATION PROVISIONS OF THE CONTRACT**

The completed and signed form should be returned with the Contractor's submittal. If not provided with submittal, the Contractor must submit within three business days of City's request. Contractor may be deemed non-responsive for failure to fully comply within stated timeframes.

Pursuant to City Ordinance Sec. 2-17(a)(i)(ii), bidders must certify compliance with the Non-Discrimination provision of the ordinance.

- A. Contractors doing business with the City shall not discriminate against their employees based on the employee's race, color, religion, gender (including identity or expression), marital status, sexual orientation, national origin, age, disability, or any other protected classification as defined by applicable law.

Contracts. Every Contract exceeding \$100,000, or otherwise exempt from this section shall contain language that obligates the Contractor to comply with the applicable provisions of this section.

The Contract shall include provisions for the following:

- (i) The Contractor certifies and represents that it will comply with this section during the entire term of the contract.
- (ii) The failure of the Contractor to comply with this section shall be deemed to be a material breach of the contract, entitling the City to pursue any remedy stated below or any remedy provided under applicable law.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

### **CONTRACT PAYMENT METHOD**

The City of Fort Lauderdale has implemented a Procurement Card (P-Card) program which changes how payments are remitted to its vendors. The City has transitioned from traditional paper checks to credit card payments via MasterCard or Visa as part of this program.

This allows you as a vendor of the City of Fort Lauderdale to receive your payments fast and safely. No more waiting for checks to be printed and mailed.

In accordance with the contract, payments on this contract will be made utilizing the City's P-Card (MasterCard or Visa). Accordingly, bidders must presently have the ability to accept the credit card or take whatever steps necessary to implement acceptance of a card before the start of the contract term, or contract award by the City.

All costs associated with the Contractor's participation in this purchasing program shall be borne by the Contractor. The City reserves the right to revise this program as necessary.

By signing below, you agree with these terms.

Please indicate which credit card payment you prefer:

\_\_\_\_\_ MasterCard

\_\_\_\_\_ Visa

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

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **LOCAL BUSINESS PREFERENCE**

Section 2-199.2, Code of Ordinances of the City of Fort Lauderdale, (Ordinance No. C-12-04), provides for a local business preference.

In order to be considered for a local business preference, a bidder must include the Local Business Preference Certification Statement of this ITB, as applicable to the local business preference class claimed **at the time of bid submittal**.

Upon formal request of the City, based on the application of a Local Business Preference the Bidder shall, within ten (10) calendar days, submit the following documentation to the Local Business Preference Class claimed:

A) Copy of City of Fort Lauderdale current year business tax receipt, **or** Broward County current year business tax receipt, **and**

B) List of the names of all employees of the bidder and evidence of employees' residence within the geographic bounds of the City of Fort Lauderdale or Broward County, as the case may be, such as current Florida driver license, residential utility bill (water, electric, telephone, cable television), or other type of similar documentation acceptable to the City.

Failure to comply at time of bid submittal shall result in the bidder being found ineligible for the local business preference.

**THE COMPLETE LOCAL BUSINESS PREFERENCE ORDINANCE MAY BE FOUND ON THE CITY'S WEB SITE AT THE FOLLOWING LINK:**

**[https://library.municode.com/fl/fort lauderdale/codes/code of ordinances?nodeId=COOR CH2 AD ARTVFI DIV2PR S2-186LOBUPR](https://library.municode.com/fl/fort%20lauderdale/codes/code%20of%20ordinances?nodeId=COOR_CH2_AD_ARTVFI_DIV2PR_S2-186LOBUPR)**

**Definitions:** The term "Business" shall mean a person, firm, corporation or other business entity which is duly licensed and authorized to engage in a particular work in the State of Florida. Business shall be broken down into four (4) types of classes:

1. Class A Business – shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City **and** shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.
2. Class B Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City **or** shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.
3. Class C Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone **and** staffed with full-time employees within the limits of Broward County.
4. Class D Business – shall mean any Business that does not qualify as either a Class A, Class B, or Class C business.

## LOCAL BUSINESS PREFERENCE CERTIFICATION STATEMENT

The Business identified below certifies that it qualifies for the local business price preference classification as indicated herein, and further certifies and agrees that it will re-affirm its local preference classification annually no later than thirty (30) calendar days prior to the anniversary of the date of a contract awarded pursuant to this ITB. Violation of the foregoing provision may result in contract termination.

- (1) \_\_\_\_\_ is a **Class A** Business as defined in City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the City of Fort Lauderdale current year Business Tax Receipt **and** a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.  
Business Name
- (2) \_\_\_\_\_ is a **Class B** Business as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the Business Tax Receipt **or** a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.  
Business Name
- (3) \_\_\_\_\_ is a **Class C** Business as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the Broward County Business Tax Receipt shall be provided within 10 calendar days of a formal request by the City.  
Business Name
- (4) \_\_\_\_\_ requests a **Conditional Class A** classification as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.  
Business Name
- (5) \_\_\_\_\_ requests a **Conditional Class B** classification as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.  
Business Name
- (6) \_\_\_\_\_ is considered a **Class D** Business as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186 and does not qualify for Local Preference consideration.  
Business Name

BIDDER'S COMPANY: \_\_\_\_\_

AUTHORIZED COMPANY PERSON: \_\_\_\_\_  
PRINT NAME SIGNATURE DATE

## **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PREFERENCE**

Section 2-185, Code of Ordinances of the City of Fort Lauderdale, provides for a disadvantaged business preference.

In order to be considered for a DBE Preference, a bidder must include a certification from a government agency, as applicable to the DBE Preference class claimed **at the time of bid submittal**.

Upon formal request of the City, based on the application of a DBE Preference the Bidder shall, within ten (10) calendar days, submit the following documentation to the DBE Class claimed:

A) Copy of City of Fort Lauderdale current year business tax receipt, **or** Broward County current year business tax receipt, **or** State of Florida active registration **and/or**

B) List of the names of all employees of the bidder and evidence of employees' residence within the geographic bounds of the City of Fort Lauderdale or Broward County, as the case may be, such as current Florida driver license, residential utility bill (water, electric, telephone, cable television), or other type of similar documentation acceptable to the City.

Failure to comply at time of bid submittal shall result in the bidder being found ineligible for the disadvantaged business preference.

**THE COMPLETE DBE PREFERENCE ORDINANCE MAY BE FOUND ON THE CITY'S WEB SITE AT THE FOLLOWING LINK: <https://www.fortlauderdale.gov/home/showpublisheddocument?id=56883>**

### **Definitions**

- a. The term "disadvantaged class 1 enterprise" shall mean any disadvantaged business enterprise that has established and agrees to maintain a permanent place of business located in a non-residential zone, staffed with full-time employees within the limits of the city, and provides supporting documentation of its City of Fort Lauderdale business tax and disadvantaged certification as established in the City's Procurement Manual.
- b. The term "disadvantaged class 2 enterprise" shall mean any disadvantaged business enterprise that has established and agrees to maintain a permanent place of business within the limits of the city with a full-time employees and provides supporting documentation of its City of Fort Lauderdale business tax and disadvantaged certification as established in the City's Procurement Manual.
- c. The term "disadvantaged class 3 enterprise" shall mean any disadvantaged business enterprise that has established and agrees to maintain a permanent place of business located in a non-residential zone, staffed with full-time employees within the limits of the Tri-County area and provides supporting documentation of its City of Fort Lauderdale business tax and disadvantaged certification as established in the City's Procurement Manual.
- d. The term "disadvantaged class 4 enterprise" shall mean any disadvantaged business enterprise that does not qualify as a Class A, Class B, or Class C business, but is located in the State of Florida and provides supporting documentation of its disadvantaged certification as established in the City's Procurement Manual.

## DISADVANTAGED BUSINESS ENTERPRISE CERTIFICATION STATEMENT

The Business identified below certifies that it qualifies for the disadvantaged business enterprise price preference classification as indicated herein, and further certifies and agrees that it will re-affirm its preference classification annually no later than thirty (30) calendar days prior to the anniversary of the date of a contract awarded pursuant to this solicitation. Violation of the foregoing provision may result in contract termination.

- (1) is a disadvantaged class 1 enterprise as defined in the City of Fort Lauderdale Ordinance Section 2-185 disadvantaged business enterprise that has established and agrees to maintain a permanent place of business located in a non-residential zone, staffed with full-time employees within the limits of the city, and provides supporting documentation of its City of Fort Lauderdale business tax and disadvantaged certification as established in the City's Procurement Manual.

\_\_\_\_\_  
Business Name

- (2) is a disadvantaged class 2 enterprise as defined in the City of Fort Lauderdale Ordinance Section 2-185 disadvantaged business enterprise that has established and agrees to maintain a permanent place of business within the limits of the city with a full-time employee(s) and provides supporting documentation of its City of Fort Lauderdale business tax and disadvantaged certification as established in the City's Procurement Manual.

\_\_\_\_\_  
Business Name

- (3) is a disadvantaged class 3 enterprise as defined in the City of Fort Lauderdale Ordinance Section 2-185 disadvantaged business enterprise that has established and agrees to maintain a permanent place of business located in a non-residential zone, staffed with full-time employees within the limits of the Tri-County area and provides supporting documentation of its City of Fort Lauderdale business tax and disadvantaged certification as established in the City's Procurement Manual.

\_\_\_\_\_  
Business Name

- (4) is a disadvantaged class 4 enterprise as defined in the City of Fort Lauderdale Ordinance Section 2-185 disadvantaged business enterprise that does not qualify as a Class A, Class B, or Class C business, but is located in the State of Florida and provides supporting documentation of its disadvantaged certification as established in the City's Procurement Manual.

\_\_\_\_\_  
Business Name

- (5) is not considered a Disadvantaged Enterprise Business as defined in the City of Fort Lauderdale Ordinance Sec.2-185 and does not qualify for DBE Preference consideration.

\_\_\_\_\_  
Business Name

BIDDER'S COMPANY: \_\_\_\_\_

AUTHORIZED COMPANY PERSON: \_\_\_\_\_  
PRINT NAME SIGNATURE DATE

Solicitation/Bid /Contract No: \_\_\_\_\_

Project Description:

Contractor/Proposer/Bidder acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of,

- A. all persons employed by Contractor/Proposer/Bidder to perform employment duties within Florida during the term of the Contract, and,
- B. all persons (including subcontractors/vendors) assigned by Contractor/Proposer/Bidder to perform work pursuant to the Contract.

The Contractor/Proposer/Bidder acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the Contract is a condition of the Contract.

Contractor/Proposer/ Bidder Company Name: \_\_\_\_\_

Authorized Company Person's Signature: \_\_\_\_\_

Authorized Company Person's Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **REFERENCES**

A minimum of three (3) references shall be provided. It is the responsibility of the Bidder/ Proposer to ensure that the information provided is accurate and current. The City may find your firm non-responsive for providing wrong and or outdated information. Additional references may be provided on a separate page.

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Contract Value: \_\_\_\_\_  
Year(s): \_\_\_\_\_  
Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Contract Value: \_\_\_\_\_  
Year(s): \_\_\_\_\_  
Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Contract Value: \_\_\_\_\_  
Year(s): \_\_\_\_\_  
Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CITY OF FORT LAUDERDALE BID/PROPOSAL CERTIFICATION

**Please Note:** It is the sole responsibility of the bidder/proposer to ensure that their response is submitted electronically through the [City's on-line strategic sourcing platform](#) prior to the bid opening date and time listed. Paper bid submittals will not be accepted. All fields below must be completed. If the field does not apply to you, please note N/A in that field.

If you are a foreign corporation, you may be required to obtain a certificate of authority from the department of state, in accordance with Florida Statute §607.1501 (visit <http://www.dos.state.fl.us/>).

Company: (Legal Registration) \_\_\_\_\_ EIN (Optional): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ FAX No.: \_\_\_\_\_ Email: \_\_\_\_\_

Delivery: Calendar days after receipt of Purchase Order (**section 1.02 of General Conditions**): \_\_\_\_\_

Total Bid Discount (**section 1.05 of General Conditions**): \_\_\_\_\_

Check box if your firm qualifies for DBE (**section 1.09 of General Conditions**): ☐

**ADDENDUM ACKNOWLEDGEMENT** - Proposer acknowledges that the following addenda have been received and are included in the proposal:

Addendum No.	Date Issued	Addendum No.	Date Issued	Addendum No.	Date Issued	Addendum No.	Date Issued
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

**VARIANCES:** If you take exception or have variances to any term, condition, specification, scope of service, or requirement in this competitive solicitation you must specify such exception or variance in the space provided below or reference in the space provided below all variances contained on other pages within your response. Additional pages may be attached if necessary. No exceptions or variances will be deemed to be part of the response submitted unless such is listed and contained in the space provided below. The City does not, by virtue of submitting a variance, necessarily accept any variances. If no statement is contained in the below space, it is hereby implied that your response is in full compliance with this competitive solicitation. If you do not have variances, simply mark N/A.

The below signatory hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid/proposal. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal, I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this bid/proposal. The below signatory also hereby agrees, by virtue of submitting or attempting to submit a response, that in no event shall the City's liability for respondent's direct, indirect, incidental, consequential, special or exemplary damages, expenses, or lost profits arising out of this competitive solicitation process, including but not limited to public advertisement, bid conferences, site visits, evaluations, oral presentations, or award proceedings exceed the amount of Five Hundred Dollars (\$500.00). This limitation shall not apply to claims arising under any provision of indemnification or the City's protest ordinance contained in this competitive solicitation.

Submitted by:

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

# Amendments To This Event (5,000 row record limit)

Version Number	Version Date	Comment
1	11/13/2023 01:58:30 PM	<p>This amendment extended the closing date to 11/15/2023 at 2 p.m.</p> <p>All other terms and conditions remain the same.</p>