



**School Nutrition Programs,
Invitation to Bid and Resulting Contract for
Vended Meals – Templates and Instructions**

Introduction

This packet includes template documents for a School Food Authority (SFA) to draft an Invitation to Bid (IFB) for a vended meals provider in compliance with the United States Department of Agriculture (USDA) School Nutrition Programs (SNP) requirements. It combines the IFB process with a template contract. Once the successful bidder has been identified, the bid documents and the Vendor's response becomes the formal contract between the SFA and the awarded Vendor.

This template is for use by SFAs that contract with a vendor **only to provide pre-made meals, delivered to specified locations by Vendor or picked up from Vendor by the SFA.** If the SFA desires to use Vendor for any other additional services associated with the SNP, such as on-site staff, assistance with other administrative aspects of the SNP, or selling non-program foods besides milk and/or adult meals, the SFA must conduct a solicitation for the services of a Food Service Management Company (FSMC). (Similar instructions for a template Request for Proposal and contract to procure a FSMC are available on the Minnesota Department of Education (MDE) website.)

The SFA retains responsibility for financial oversight, ensuring that the nonprofit school food service program operates within budget and complies with all applicable federal and state regulations. **The SFA will be held responsible by the Minnesota Department of Education and the United States Department of Agriculture for any non-compliance by Vendor in performing services for the SFA.** For that reason, the SFA must be diligent about ensuring Vendor is: providing meals that are properly claimed under the SNP regulations; invoicing the SFA properly in accordance with the terms of the contract; and properly using and crediting USDA Foods.

Document Contents and How to Use These Templates and Instructions

Page(s)	Contents	How to Use	Included with Issued IFB?
1	Cover Page		No
2	Introduction	SFA to review and retain as needed for future guidance.	No
3	Document Contents and How to Use These Templates and Instructions		No
5	Instructions for Preparing the Invitation to Bid and Contract	SFA to use as guidance for completing/modifying sections of the template IFB and preparing the RFP attachments prior to issuing. If an IFB/contract section is not listed in the instruction table, there is nothing to complete/modify and the template language must be left as is in the issued IFB.	No
8	IFB Template	Complete sections as directed by instructions. This is the main body of the IFB that will be issued to Vendors for response.	Yes
13	Contract Template	Complete sections as directed by instructions. This is the resulting contract that the Vendor is agreeing to by submitting a bid.	Yes
22	Site Data (form)	Complete as directed by instructions and include with issued IFB. May be one page or multiple pages.	Yes
24	School Nutrition Program – Breakfast, Lunch and Afterschool Snack Meal Patterns (attachment)	Do not modify and include with issued IFB.	Yes
27	21-Day Cycle Menu (attachment)	Develop as directed by instructions and include with issued IFB.	Yes
30	Independent Price Determination Certification (form)	Enter name of SFA at top of form. Leave rest of the form blank as directed by instructions and include with issued IFB. To be completed by Vendor.	Yes
31	Certification Regarding Debarment, Suspension... (form) & Instructions for Certification Regarding Debarment... (instructions)	Leave blank as directed by instructions and include with issued IFB. To be completed by Vendor.	Yes
33	Certification Regarding Lobbying (form) and Disclosure of Lobbying Activities (form) & Instructions for Completion of Disclosure of Lobbying Activities (instructions)	Leave blank as directed by instructions and include with issued IFB. To be completed by Vendor.	Yes

Page(s)	Contents	How to Use	Included with Issued IFB?
37	Assurance of Civil Rights Compliance Certification (form)	Leave blank as directed by instructions and include with issued IFB. To be completed by Vendor.	Yes
39	Bid Sheet – Vended School Meals (form)	Partially complete as directed by instructions and include with issued IFB.	Yes
40	Vended Meal Contract Execution Page (form)	Leave blank as directed by instructions and include with issued IFB. Will be executed by Vendor and the SFA after awarded Vendor is identified.	Yes
41	Legal Notice (With a Pre-bid Meeting) (template)	If applicable, modify and post prior to issuing the IFB.	No
42	Legal Notice (Without a Pre-bid Meeting) (template)	If applicable, modify and post prior to issuing the IFB.	No
43	Template Letter to Vendor (From SFA With a Pre-bid Meeting) (template)(optional)	Modify and send to potential responding Vendors prior to issuing the IFB.	No
44	Template Letter to Vendor (From SFA Without a Pre-bid Meeting) (template)(optional)	Modify and send to potential responding Vendors prior to issuing the IFB.	No
45	Template Letter to Vendor (From SFA Regarding Bid Results) (template)	Modify and send to responding Vendors after results of the IFB have been determined.	No

Instructions for Preparing the Invitation for Bid and Contract (IFB)

Remove these instruction pages before issuing the IFB.

This IFB is a template to be used and sent to MDE-NPS for approval prior to distributing to Vendors.

Completing Sections of the Template IFB

Insert language into the sections of the IFB template as instructed below. Generally, information to be completed will be indicated by a “ _____ ” or [inside brackets].

Section	Instructions
Introduction	Insert name of the SFA.
SNP for Which...	Check the box for whether Vendor will provide unitized meals or non-unitized/bulk foods. Check the boxes for those SNP for which meals will be provided.
Bid Submission and Award	1. Insert address where bids must be sent. 2. Insert time and date of bid deadline. 7. Insert contact information for SFA employee who will respond to Vendor requests for additional information.
Pre-Bid Meeting...	The SFA must decide whether a pre-bid meeting will be held. If so, insert the missing information (date, time, location) in the first paragraph and delete the second paragraph. If not, insert the missing information (place IFB available, email contact, question deadlines) in the second paragraph and delete the first paragraph.

Site Data

Site Name: Swan River Montessori Site #: 1 of 1

Address: 500 Maple St, Monticello MN 55362

Days/School Year: 180 Grades: pre-K Enrollment K-5: 150 Enrollment 6-8: 15
 Enrollment 9-12: 0

Meal Preparation: Unitized Bulk quantities accompanied by planned portion size instructions

Meal Type	Meal Service Requested	Meal Service Times	Anticipated Average Daily Participation (#)	Number of Adult Meals	Offer vs. Serve
Breakfast Program	✓	7am	60-70	0	<input checked="" type="checkbox"/>
Lunch Program	✓	11am	100-120	0	<input checked="" type="checkbox"/>
Afterschool Snack (NSLP)					<input type="checkbox"/>
Afterschool Snack (CACFP)					<input type="checkbox"/>
Special/a la carte Milk					<input type="checkbox"/>
Special diet meals					<input type="checkbox"/>
MN Kindergarten Milk					<input type="checkbox"/>
Summer Food					<input type="checkbox"/>
Other (Specify)					<input type="checkbox"/>

something like field trip

- | | |
|---|--|
| <input checked="" type="checkbox"/> Cold Bag Lunch Option (includes cost of bag)
<input checked="" type="checkbox"/> Condiments
<input checked="" type="checkbox"/> Eating Utensils
<input checked="" type="checkbox"/> Paper Goods (i.e., napkins, <u>trays</u> , cups) | <input checked="" type="checkbox"/> Serving Utensils (must include w/bulk quantities)
<input checked="" type="checkbox"/> Food Transport Containers
<input type="checkbox"/> Food Holding Containers
<input type="checkbox"/> Other (Specify, example Salad Bar with Lunch) |
|---|--|

The fixed meal prices Vendor proposes must include all costs incurred by Vendor in preparing and delivering (if applicable) the meals to the SFA and will be the total and fixed price that will be paid to Vendor for each meal. No other fees, costs, charges or other expenses will be allowed (except as specifically provided in the IFB and resulting contract). Vendor must include all its expenses and costs in the fixed meal prices, including costs of bags, utensils, paper products or any other items identified to be supplied by Vendor on these Site Data pages.

All bids must be calculated based on the information provided in the IFB as a whole and specifically by the SFA in these Site Data pages and the "Bid Sheet - Vended School Meals" form. Additional items purchased by the SFA from Vendor must be procured and invoiced separately from the meals agreed to in this contract.

School Nutrition Program

Breakfast, Lunch and Afterschool Snack Meal Patterns

Breakfast Meal Pattern—Five-Day School Week

Minimum amount of food per day or week:

Meal Component	Grades K-5 weekly (daily)	Grades 6-8 weekly (daily)	Grades 9-12 weekly (daily)	Grades K-12 weekly (daily)
Fruits and Vegetables ^{1,2,3,4} (cups)	5 (1)	5 (1)	5 (1)	5 (1)
Grains and/or Meat/Meat Alternates ^{5,6} (ounce equivalents)	7-10 (1)	8-10 (1)	9-10 (1)	9-10 (1)
Fluid Milk ⁷ (cups)	5 (1)	5 (1)	5 (1)	5 (1)

Breakfast Nutrient Specifications

Daily Amount Based on the Average for a Week

Nutrient	Grades K-5	Grades 6-8	Grades K-8	Grades 9-12
Minimum-maximum calories	350-500	400-550	400-500	450 - 600
Saturated Fat (percentage of total calories)	< 10	< 10	< 10	< 10
Sodium (mg)	≤ 540	≤ 600	≤ 540	≤ 640

Breakfast Product-based Sugar Limits

- Breakfast cereals: ≤ 6 grams of added sugar per dry ounce.
- Yogurt: ≤ 12 grams of added sugar per 6 ounces (2 grams added sugars per ounce).
- Flavored milk: ≤ 10 grams of added sugars per 8 fluid ounces.

¹ Vegetables are optional in place of fruit. Schools choosing to offer vegetables at breakfast one day per school week have the option to offer a vegetable from any of the vegetable subgroups. Schools choosing to substitute vegetables for fruits at breakfast on two or more days per school week are required to offer vegetables from at least two different subgroups.

² Dried fruit credits double the volume served. For example, one-quarter cup of dried fruit credits as one-half cup of fruit.

³ No more than half of the fruit or vegetable offerings per week may be in the form of juice. Must be pasteurized, 100 percent full-strength juice.

⁴ Leafy greens credit at half the volume served. For example, one cup of leafy greens credits as one-half cup of vegetable.

⁵ At least 80 percent of the grains served per menu line per week must meet whole grain-rich (WGR) criteria (at least 50 percent whole grain by weight, the rest enriched grain). Items that are not WGR must be enriched.

⁶ Minimum creditable serving is 0.25-ounce equivalent. School may offer grains, meat/meat alternates, or a combination of both to meet the daily and weekly ounce equivalents for this combined component.

⁷ Low-fat (one percent) or fat-free (skim) milk. Must offer two allowable varieties, one must be unflavored. Flavored milk must contain no more than 10 grams of added sugar per 8 fluid ounces.

Lunch Meal Pattern—Five-Day School Week

Minimum amount of food per day or week:

Meal Component	Grades K-5 weekly (daily)	Grades 6-8 weekly (daily)	Grades K-8 weekly (daily)	Grades 9-12 weekly (daily)
Fruits ^{8,9} (cups)	2 ½ (½)	2 ½ (½)	2 ½ (½)	5 (1)
Vegetables ^{9,10,11} (cups)	3 ¾ (¾)	3 ¾ (¾)	3 ¾ (¾)	5 (1)
Dark Green	½	½	½	½
Red/Orange	¾	¾	¾	1 ¾
Beans, Peas, and Lentils	½	½	½	½
Starchy	½	½	½	½
Other ¹²	½	½	½	¾
Additional veg to reach total ¹³	1	1	1	1 ½
Grains ¹⁴ (ounce equivalents)	8-9 (1)	8-10 (1)	8-9 (1)	10-12 (2)
Meat/Meat Alternates (ounce equivalents)	8-10 (1)	9-10 (1)	9-10 (1)	10-12 (2)
Fluid Milk ¹⁵ (cups)	5 (1)	5 (1)	5 (1)	5 (1)

Lunch Nutrient Specifications

Daily Amount Based on the Average for a Week

Nutrient	Grades K-5	Grades 6-8	Grades K-8	Grades 9-12
Minimum-maximum calories	550-650	600-700	600-650	750-850
Saturated Fat (percentage of total calories)	< 10	< 10	< 10	< 10
Sodium (mg)	≤ 1110	≤ 1225	≤ 1110	≤ 1280

Lunch Product-based Sugar Limits

- Breakfast cereals: ≤ 6 grams of added sugars per dry ounce.
- Yogurt: ≤ 12 grams of added sugars per 6 ounces (2 grams added sugars per ounce).
- Flavored milk: ≤ 10 grams of added sugars per 8 fluid ounces.

⁸ Dried fruit credits double the volume served. For example, one-quarter cup of dried fruit credits as one-half cup of fruit.

⁹ No more than half of the fruit or vegetable offerings per week may be in the form of juice. Must be 100 percent full-strength juice.

¹⁰ Leafy greens credit at half the volume served. For example, one cup of leafy greens credits as one-half cup of vegetable.

¹¹ Larger amounts of vegetables may be served.

¹² For the purposes of the National School Lunch Program (NSLP), "other vegetables" requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas/lentils vegetable subgroups.

¹³ Any vegetable subgroup may be offered to meet the "additional" total weekly vegetable requirement.

¹⁴ At least eighty percent of the grains served per menu line per week must meet whole grain-rich (WGR) criteria (at least 50 percent whole grain by weight, the rest enriched grain). Items that are not WGR must be enriched.

¹⁵ Whole milk, reduced-fat (two percent), low-fat (one percent) or fat-free (skim) milk. Must offer two allowable varieties, one must be unflavored. Flavored milk must contain no more than 10 grams of added sugar per 8 fluid ounces. Saturated fat from fluid milk may be excluded when calculating the weekly average saturated fat requirement at lunch.

Afterschool Snack Meal Pattern

- A reimbursable snack must include two of the five components.
- Only one of the two components may be a beverage.
- May need to serve larger portions to children ages 13 through 18 to meet their nutritional needs.

Meal Component	Grades K-12
Fruits ¹⁶	¾ cup
Vegetables ¹⁶	¾ cup
Grains ^{17,18}	1 ounce equivalent
Meat/Meat Alternates	1 ounce equivalent
Fluid Milk ¹⁹	1 cup

Afterschool Snack Product-based Sugar Limits

- **Breakfast cereals:** ≤ 6 grams of added sugars per dry ounce.
- **Yogurt:** ≤ 12 grams of added sugars per 6 ounces (2 grams added sugars per ounce).
- **Flavored milk:** ≤ 10 grams of added sugars per 8 fluid ounces.

¹⁶ Juice must be pasteurized, 100 percent full-strength juice. No more than half of the weekly fruit or vegetable offerings may be in the form of juice.

¹⁷ At least 80 percent of the grains served per menu line per week must meet whole grain-rich (WGR) criteria (at least 50 percent whole grain by weight, the rest enriched grain). Items that are not WGR must be enriched.

¹⁸ Grain-based desserts may not be used to meet the grains requirement.

¹⁹ Low-fat (one percent) or fat-free (skim) milk. Milk may be flavored or unflavored.

Example Breakfast Menu Cycles

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Cinnamon Roll or Choice of Cereal or Oatmeal 100% Juice Choice of Fruit Choice of Milk
4 Breakfast Bar or Choice of Cereal or Oatmeal 100% Juice Choice of Fruit Choice of Milk	5 Bagel w/ Cream Cheese or Choice of Cereal or Oatmeal 100% Juice Choice of Fruit Choice of Milk	6 French Toast Sticks or Choice of Cereal or Oatmeal 100% Juice Choice of Fruit Choice of Milk	7 Avocado Toast or Choice of Cereal or Oatmeal 100% Juice Choice of Fruit Choice of Milk	8 Glazed Twin Donut Stick or Choice of Cereal or Oatmeal 100% Juice Choice of Fruit Choice of Milk
11 Breakfast Bar or Choice of Cereal or Oatmeal 100% Juice Choice of Fruit Choice of Milk	12 Bagel w/ Cream Cheese or Choice of Cereal or Oatmeal 100% Juice Choice of Fruit Choice of Milk	13 Choice of Breakfast Bread or Choice of Cereal or Oatmeal 100% Juice Choice of Fruit Choice of Milk	14 Housemade Zucchini Bread or Choice of Cereal or Oatmeal 100% Juice Choice of Fruit Choice of Milk	15 Texas Toast Apple Cinnamon or Choice of Cereal or Oatmeal 100% Juice Choice of Fruit Choice of Milk
18 Breakfast Bar or Choice of Cereal or Oatmeal 100% Juice Choice of Fruit Choice of Milk	19 Bagel w/ Cream Cheese or Choice of Cereal or Oatmeal 100% Juice Choice of Fruit Choice of Milk	20 Snack n Waffle or Choice of Cereal or Oatmeal 100% Juice Choice of Fruit Choice of Milk	21 Breakfast Bento Box Diced Ham, Cubed Cheese, Biscuit and Fruit or Choice of Cereal or Oatmeal Choice of Milk	22 Mini Powdered or Chocolate Donut or Choice of Cereal or Oatmeal Choice of Fruit Choice of Milk
25 Breakfast Bar or Choice of Cereal 100% Juice Choice of Fruit Choice of Milk	26 Bagel w/ Cream Cheese or Choice of Cereal 100% Juice Choice of Fruit Choice of Milk	27 Choice of Breakfast Grains or Choice of Cereal or Oatmeal 100% Juice Choice of Fruit Choice of Milk	28 Sunbutter & Pretzel Stick or Choice of Cereal or Oatmeal 100% Juice Choice of Fruit Choice of Milk	29 Cinnamon Roll or Choice of Cereal or Oatmeal 100% Juice Choice of Fruit Choice of Milk

Middle School: 7:40-7:55 High School: 9:28

Includes a variety of 2 oz eq whole grains (for example cereal, muffins, bagels, etc.) 1c fruit & 8 oz milk. Gluten free options available. 2nd Breakfast: \$1.00 Non-Reimbursable Breakfast: \$2.00

Breakfast Specials no cost to all students includes: 8 oz milk. Menu is subject to change. Complies with SBP regulations.


This institution is an equal opportunity provider.

ALLERGY ALERT: Please inform your center of any food allergies. JACS does not serve any nut products to JACS students. However, JACS is not a nut free facility and some food items may be manufactured in a facility that uses nuts and other food allergens. If your child has a food allergy or has special dietary needs, please email ketake@moabacharters.org.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 Cereal (Variety) Graham Crackers Fresh Orange Grape Juice Choice of Milk	4 Bagel (Variety) Mixed Fruit Blended Fruit Juice Choice of Milk Cream Cheese	5 Strawberry Yogurt Granola Diced Peaches Orange Juice Choice of Milk	5 Bagel (Variety) Fresh Banana Grape Juice Choice of Milk Cream Cheese	7 Apple Cinnamon Break Bar Corn Muffin Fresh Orange Apple Juice Choice of Milk
10 NO SCHOOL	11 Bagel (Variety) Applesauce Orange Juice Choice of Milk Cream Cheese	12 Cereal (Variety) Graham Crackers Grape Juice Fresh Orange Choice of Milk	13 Bagel (Variety) Fresh Banana Blended Fruit Juice Choice of Milk Cream Cheese	14 WG Honey Bun Fresh Apple Grape Juice Choice of Milk
17 Apple Cinnamon Break Bar WG Banana Muffin Fresh Apple Choice of Milk	18 Bagel (Variety) Fresh Orange Grape Juice Choice of Milk Cream Cheese	19 Cereal (Variety) Graham Crackers Fresh Pear Grape Juice Choice of Milk	20 Bagel (Variety) Fresh Banana Apple Juice Choice of Milk Cream Cheese	21 Strawberry Yogurt Granola Fresh Apple Orange Juice Choice of Milk
24 WG Honey Bun Fresh Orange Grape Juice Choice of Milk	25 Bagel (Variety) Fresh Pear Blended Fruit Juice Choice of Milk Cream Cheese	25 Vanilla Yogurt Granola Fresh Apple Choice of Milk	27 Bagel (Variety) Fresh Banana Apple Juice Choice of Milk Cream Cheese	28 Cereal (Variety) Graham Crackers Fresh Apple Choice of Milk Blended Fruit Juice
31 Strawberry Break Bar WG Apple Cinnamon Muffin Fresh Pear Apple Juice Choice of Milk				

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), age, disability and reprisal or retaliation for prior civil rights activity.

Example Lunch Menu Cycles

Monday	Tuesday	Wednesday	Thursday	Friday
				Pizza Garden Salad Caesar Salad Choice of Fruit Choice of Milk
Lasagna Tomato or Meat Sauce Garlic Knots Peas Choice of Fruit & Milk	Burrito Bowl Seasoned ground beef, shredded cheese, black beans, rice, corn, salsa, guacamole & corn chips. Choice of Fruit & Milk	Bacon, Egg & Cheese on Biscuit Celery Sticks w/ Ranch Snack Choice of Fruit & Milk	Popcorn Chicken Cornbread Steamed Carrots Choice of Sauce Choice of Fruit & Milk	Jr./Sr. Prom & 6/7 Spring Dance Pizza Garden Salad Caesar Salad Choice of Fruit Choice of Milk
Caprese Pesto Pasta Salad Homemade nut-free pesto, cherry tomato, mozzarella, whole grain mini. Served with side of roasted veggies. Choice of Fruit & Milk	All American Crispy Chicken Sandwich Choice of sides: coleslaw, fruit cup, side salad or mac cheese. Choice of sauce. Choice of Fruit & Milk	Hot Dog or veggie dog Vegetarian Baked Beans Chips Choice of Fruit & Milk	Cheesy Beef Pasta Elbow noodles combined ground beef & cheese sauce. Peas & Carrots Choice of Fruit & Milk	Pizza Garden Salad Caesar Salad Choice of Fruit Choice of Milk
Buffalo Chicken Tot Bake Buffalo chicken, buffalo flavored tater tots & cheese, add spinach & celery sticks. Choice of Fruit & Milk	Chicken Broccoli Ziti Garlic Knots Broccoli Bean Salad Choice of Fruit & Milk	Bento Box Meal Choose from a variety of Bento Boxes. Each kit includes meat/meat alt, fruit, veggie, grain & snack Choice of Fruit & Milk	Bacon Cheeseburger or Veggie Burger Fries Side Salad Choice of Fruit & Milk	Senior's Last Day Pizza Garden Salad Caesar Salad Choice of Fruit Choice of Milk
 Hawaiian Poke Bowl Lunchy fish, sauce, and delicious vegetables served alongside fluffy rice and sriracha mayonnaise. Flavors of soy sauce, honey, and lime bring this poke bowl to life! Choice of Fruit & Milk	5/6 Field Day (Pizza Lunch)	Buffalo Chicken Wrap or Roasted Veggie Wrap Carrot Sticks w/ Ranch Chips Choice of Fruit & Milk	Chicken Drum Stick Roasted Veggies Dinner Roll Choice of Fruit & Milk	Pizza Garden Salad Caesar Salad Choice of Fruit Choice of Milk

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Cheese Pizza Dippers Marinara Sauce Green Beans Diced Peaches Choice of Milk Ranch Dressing	Stuppy Joe on WG Bun French Fries Whole Kernel Corn Apple Sauce Choice of Milk Ketchup	Beef Meatballs Marinara Sauce WG Penne Pasta Broccoli Cuts Fresh Apple Choice of Milk	WG Breaded Chicken Patty on WG Bun Mixed Vegetables Diced Carrots Fresh Orange Choice of Milk BBQ Sauce	1/2 Day of School "No Lunch Served"
NO SCHOOL	WG Popcorn Chicken General Tso's Sauce Brown Rice Broccoli Cuts Mixed Vegetables Mixed Fruit Choice of Milk	Beef Taco Meat Pinto Beans Whole Kernel Corn Brown Rice WG Cornilla Chips Fresh Apple Choice of Milk	WG Chicken Nuggets Marinara Sauce with Parmesan Green Beans WG Breadstick Diced Peaches Choice of Milk	Salisbury Beef Brown Gravy Whipped Potatoes Diced Carrots WG Dinner Roll Fresh Banana Choice of Milk
Cheese Pizza Dippers Marinara Sauce Wango Mango Juice Fresh Apple Choice of Milk	Hamburger on WG Bun Sweet Potatoes Baked Beans Fresh Orange Choice of Milk Ketchup	Turkey Hot Dog on WG Bun Green Beans Fresh Baby Carrots Mixed Fruit Choice of Milk Ketchup Mustard	Beef Meatballs Korean BBQ Sauce Broccoli Cuts Brown Rice Mixed Vegetables Fresh Banana Choice of Milk	BBQ Diced Chicken Green Peas Macaroni & Cheese Whole Kernel Corn Mandarin Oranges Choice of Milk
Cheesy Penne Bake Green Beans WG Breadstick Fresh Apple Choice of Milk	Popcorn Chicken French Fries Broccoli Cuts Mandarin Oranges WG Breadstick Choice of Milk Ketchup	Chef Salad with Chicken Cucumber Slices Ranch Dressing WG Dinner Roll Diced Peaches Choice of Milk	Diced Chicken Sweet & Sour Sauce Brown Confetti Rice Lima Beans Diced Carrots Fresh Orange Choice of Milk	Mini WG Corn Dogs Mixed Vegetables Diced Carrots Fresh Banana Choice of Milk Mustard
Galaxy Cheese Pizza Green Beans Diced Carrots Fresh Orange Choice of Milk				

In accordance with Federal Law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), age, disability and reprisal or retaliation for prior civil rights activity.

Independent Price Determination Certificate

Name of VENDOR

Swan River Montesson
Name of SFA

By submission of this offer, VENDOR certifies that in connection with this procurement:

1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other VENDOR or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to VENDOR and will not knowingly be disclosed by VENDOR prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other VENDOR for the purpose of restricting competition.
3. No attempt has been made or will be made by VENDOR to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.

Each person signing this offer on behalf of VENDOR certifies that:

1. They are the person within VENDOR's organization responsible for the decision as to the prices being offered herein and have not participated, and will not participate, in any action contrary to 1 through 3 above; or
2. They are not the person within VENDOR's organization responsible for the decision as to the prices being offered herein, but that they have been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to 1 through 3 above, and as their agent does hereby certify; and they have not participated, and will not participate, in any action contrary to 1 through 3 above.

To the best of my knowledge, this VENDOR, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted of, or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows: *(Vendor must write "N/A" if none)* _____

Signature of VENDOR's Authorized Representative

Title

Date

In accepting this offer, the SFA certifies that no representative of the SFA has taken any action that may have jeopardized the independence of the offer referred above.

Signature of SFA
Authorized Representative

Title

Date

The SFA will countersign above upon identification of the Vendor with the most points; however, the SFA's signature and acceptance of an offer does not constitute award of the contract.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary
Exclusion
Lower-Tier Covered Transactions**

(Please read instructions on next page before completing certification.)

This certification is required by: the regulations implementing Executive Order 12549; Executive Order 12689; and 31 U.S.C. 6101; and 2 CFR Part 417.

1. The prospective lower-tier participant (Vendor) certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower-tier participant (Vendor) is unable to certify to any of the statements in this certification, such prospective participant (Vendor) must attach an explanation to this proposal.

Vendor Name: _____

Project: **National School Lunch Program**

Name of Vendor's Authorized Representative: _____

Title of Vendor's Authorized Representative: _____

Signature: _____ Date: _____

Instructions for “Certification Regarding Debarment...”

- By signing and submitting this form, the prospective lower-tier participant (in this case, a prospective vendor) is providing the certification regarding debarment, suspension, ineligibility and voluntary exclusion in accordance with these instructions.
- The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- The prospective lower-tier participant must provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- The terms "covered transaction," "debarred," "suspended," "ineligible," "lower-tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations or see 22 CFR Part 513.
- The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it must not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- The prospective lower-tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower-Tier Covered Transactions," without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
- A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Excluded Parties List System (EPLS) on the U.S. System for Award Management website.
- Nothing contained in the foregoing must be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- Except for transactions authorized the fifth paragraph of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person or entity who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies as appropriate, including suspension and/or debarment.

Certification Regarding Lobbying

The undersigned certifies, to the best of their knowledge and belief, that:

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

This certification is a material representation of fact upon which reliance will be placed if Vendor is awarded the resulting contract. Submission of this certification is a prerequisite for making or entering into the resulting transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification must be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Vendor Name: _____

Project: **National School Lunch Program**

Name of Vendor's Authorized Representative: _____

Title of Vendor's Authorized Representative: _____

Signature: _____ Date: _____

Disclosure of Lobbying Activities
Standard Form-111 Approved by OMB
Complete This Form to Disclose Lobbying Activities Pursuant
to 31 U.S.C. 1352

1. Type of Federal Action <input type="checkbox"/> A. Contract <input type="checkbox"/> B. Grant <input type="checkbox"/> C. Cooperative Agreement <input type="checkbox"/> D. Loan <input type="checkbox"/> E. Loan Guarantee <input type="checkbox"/> F. Loan Insurance	2. Status of Federal Action <input type="checkbox"/> A. Bid/Offer/Application <input type="checkbox"/> B. Initial Award <input type="checkbox"/> C. Post award	3. Report Type <input type="checkbox"/> A. Initial Filing <input type="checkbox"/> B. Material Change For Material Change Only: Year: _____ Quarter: _____ Date of Last Report: _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Sub-awardee Tier, if known: _____ Congressional District, if known: _____	5. If Reporting Entity in Number 4 is Sub-awardee, Enter Name and Address of Prime: Congressional District, if known: _____	
6. Federal Department/Agency: _____	7. Federal Program Name/ Description: _____ CFDA Number, if applicable: _____	
8. Federal Action Number, if known: _____	9. Award Amount, if known: _____	
10 a. Name and Address of Lobbying Entity: (if individual, last name, first name, MI) _____	10 b. Individual Performing Services: (including address if different from Number. 10 a) (Last name, first name, MI) _____	
11. Amount of Payment: (check all that apply) <input type="checkbox"/> Actual <input type="checkbox"/> Planned	13. Type of Payment: (check all that apply) <input type="checkbox"/> A. Retainer <input type="checkbox"/> B. One-Time Fee <input type="checkbox"/> C. Commission <input type="checkbox"/> D. Contingency Fee <input type="checkbox"/> E. Deferred <input type="checkbox"/> F. Other: (specify) _____	
12. Form of payment: (check all that apply) <input type="checkbox"/> A. Cash Nature: _____ <input type="checkbox"/> B. In-kind (specify) _____ Value: _____		
14. Brief Description of services performed or to be performed and date(s) of service, including officer(s), employees, or members) contracted for payment indicated in Number 11. (Attach Continuation Sheets if necessary)		
15. Continuation Sheets Attached: <input type="radio"/> Yes <input type="radio"/> No		
16. Information requested through this form is authorized by 31 U.S.C. Section 1352. The disclosure of lobbying activities is a material representation of fact upon which evidence was placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. The information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosures shall be subject to a civil penalty of no less than \$10,000 and no more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone Number: _____ Date: _____	
Federal Use Only	Authorized for Local Reproduction	

Bid Sheet for Vended School Meals

Name of School Food Authority (SFA): Swan River Montessori

Name of Vendor: _____

This IFB is a solicitation for the furnishing of vended meals for school nutrition programs and sets forth the terms and conditions applicable to the proposed procurement, including the resulting contract. By submitting this bid, Vendor understands that, if accepted by the SFA, this bid and the IFB – including the Contract contained therein – must constitute the contract between Vendor and the SFA and that Vendor is legally bound for the term of the contract, including any renewal periods.

Vendor has reviewed the entire contents of the IFB and quotes the fixed prices below based on the information contained therein.

Meal Type	Number of Meals (SFA to complete)	Rate	Total
Breakfast Program	12,940		
Lunch Program	10,425		
Afterschool Snack	0		
Special/a la carte Milk	0		
Special diet meals	Brk - 450 Lunch - 1353		
MN Kindergarten Milk			
Other (Specify)			
Vendor pick up Location (complete if the SFA will pick up meals; see contract section 18)			

All totals must be carried out to the second decimal place and must not be rounded. No additional fees, costs or expenses may be charged to the SFA above the fixed price cost. Charges outside the scope of this Contract must be procured and invoiced separately.

Signature of Vendor's Authorized Representative

Date

Vended Meal Contract Execution Page

Vendor submitted a bid in response to an IFB for Vended Meals which has been accepted by the School Food Authority. The parties agree that the contract included in the IFB, the IFB and its attachments, and the bid submitted by Vendor constitute the entire agreement between the SFA and Vendor.

The parties must not execute any additional contractual documents pertaining to this IFB, except as permitted by applicable law and presented for review and approval to the Minnesota Department of Education (MDE) prior to implementation.

In Witness Whereof, the parties hereto have caused this Contract to be signed by their duly authorized representative on this day and year.

SFA Section

Signature of SFA Representative: _____

Signature of Witness for SFA: _____

Date of Signature: _____

Name of SFA (district, school, etc.): _____

CLiCS ID Number: _____

Name and Title of SFA Representative: _____

Email and Phone of SFA Representative: _____

Vendor Section

Signature of Vendor Representative: _____

Signature of Witness for Vendor: _____

Date of Signature: _____

Name of Vendor: _____

Name and Title of Vendor Representative: _____

Email and Phone of Vendor Representative: _____

Vendor Address: _____

Legal Notice
(Without a Pre-bid Meeting)

Name of School District: Swan river montessori

Attention: Vended School Meals Companies

The Swan River Montessori Charter School is soliciting bids in response to an Invitations for Bid for vended school meals. The Vendor would provide meal services according to United States Department of Agriculture (USDA) regulations and guidelines as well as State of Minnesota Department of Education policies and guidelines.

Vendors and/or their representatives may submit bids to:

Name of SFA: Swan River

School District's mailing address: 500 maple St, Monticello MN 55302

The Swan River school board reserves the right to reject any bid for a sound, documented reason or to reject all bids if there are an insufficient number of bids.

A pre-bid meeting will not be scheduled. A copy of the IFB will be available by email at Kirsten.H@SwanRiverMontessori.org until JUNE 1st. Potential bidders are asked to email their questions to Kirsten Host at KirstenH@Swanrivermontessori.org by JUNE 5th 2026.

All bids must be submitted no later than 3pm due on JUNE 15, 2026. All bids must be delivered in a sealed envelope and addressed to the Swan River Montessori and be clearly marked: Vended School Meals Bid.

**Template Letter to Vendor
(From SFA Without a Pre-bid Meeting)**

Date: _____

Dear Company Representative:

Swan River Montessori will be accepting bids for vended meals for the forthcoming year. A pre-bid meeting will not be scheduled. A bid packet will be available at SwanRiverMontessori.org or by email at KirstenH@SwanRiverMontessori.org to all potential bidders until June 1st, 2020. Potential bidders are asked to email their questions to Kirsten Host at KirstenH@SwanRiverMontessori.org by June 5th. The school district will email its response to these questions by June 10th.

The contracting process is strictly controlled by United States Department of Agriculture (USDA) procurement regulations. Substantive contact or communication with district personnel, vendors, contractors, or board members, other than Kirsten Host, the district's designated representative, is not permitted. Any attempt to unduly influence district staff, administration, vendors, contractors, or board members will automatically disqualify your company as a bidder.

If I can provide more information, please call me at 763-271-7920. If you should need to contact the Minnesota Department of Education, please call 651-582-8526 or toll-free 1-800-366-8922.

Sincerely,



District's Designated Representative

**Template Letter to Vendor
(From SFA Regarding Bid Results)**

Date: _____

Dear Company Representative:

SINAN RIVER MINNIESON has reviewed bids for vended meals for the forthcoming year. Thank you for submitting a bid. Your company was/was not selected for the contract, which was based solely on the price per meal(s).

If I can provide more information, please call me at 763-271-7926. If you should need to contact the Minnesota Department of Education, please call 651-582-8526 or toll-free 1-800-366-8922.

Sincerely,

A handwritten signature in black ink, appearing to read 'KATIA', with a long horizontal stroke extending to the right.

Create New
Claims

View or
Modify Claims

Interface
Claim File

Claim
Summary

Claims > SNP Claim Maintenance

Applications

Claims

User Information

Payment

Verification Reporting

Direct Certification

FDP

Validation Error

You must correct the following error(s) before proceeding:

- The specified month, year, and program is not open for adjustments

SNP Claim Information

Site	100006405 - Swan River Montessori Charter School		
Calendar Year	2026	Month	February
Claim Type	Original	Claim Status	Approved

Meal Count Information

Total Reim- bursable Student Meals Served (F/R/FP)	Ave Daily Attend- ance	Number of Days Served	Free Meals Served	Reduced Price Meals Served	Kindergarten Paid Meals Served	Total Adult / Guest / Student 2nd Meals	Partici- pants Approved for Free Meals	Partici- pants Approved for Reduced Price Meals	Number of Paid Meals Partici- pants
---	---------------------------------	-----------------------------	-------------------------	-------------------------------------	---	--	--	---	---

Breakfast Count Information

265	174	18	23	23	171	0	21	28	133
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Lunch Count Information

451	174	18	52	34	NA	0	21	28	133
-----	-----	----	----	----	----	---	----	----	-----

Afterschool Snack Count Information

0	0	0	0	0	NA	0	0	0	0
---	---	---	---	---	----	---	---	---	---

Sponsoring Authority Certification

I hereby take full responsibility for ensuring that this claim accurately represents the number of meals/milks served by reimbursement category, that records are available to support this claim, that this claim is in accordance with the Program Agreement, and that payment therefore has not been received. I understand that this information is being given in connection with the receipt of federal funds, that officials of the U.S. Department of Agriculture and the Minnesota Department of Education may verify this information, and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes.

[View Details](#)

Create New
Claims

View or
Modify Claims

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Summary

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Verification Reporting

Direct Certification

FDP

SNP Claim Information

Site 100006405 - Swan River Montessori Charter School
 Calendar Year 2026 Month March
 Claim Type Original Claim Status Submitted

Meal Count Information

Total Reim- bursable Student Meals Served (F/R/FP)	Ave Daily Attend- ance	Number of Days Served	Free Meals Served	Reduced Price Meals Served	Kinder- garten Paid Meals Served	Total Adult / Guest / Student 2nd Meals	Partici- pants Approved for Free Meals	Partici- pants Approved for Reduced Price Meals	Number of Paid Meals Partici- pants
---	---------------------------------	-----------------------------	-------------------------	-------------------------------------	---	--	--	---	---

Breakfast Count Information

953	174	18	124	134	175	0	21	28	133
-----	-----	----	-----	-----	-----	---	----	----	-----

Lunch Count Information

1691	174	18	185	234	NA	0	21	28	133
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Afterschool Snack Count Information

0	0	0	0	0	NA	0	0	0	0
---	---	---	---	---	----	---	---	---	---

Sponsoring Authority Certification

I hereby take full responsibility for ensuring that this claim accurately represents the number of meals/milks served by reimbursement category, that records are available to support this claim, that this claim is in accordance with the Program Agreement, and that payment therefore has not been received. I understand that this information is being given in connection with the receipt of federal funds, that officials of the U.S. Department of Agriculture and the Minnesota Department of Education may verify this information, and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes.

View Details

Save

- [Create New Claims](#)
- [View or Modify Claims](#)
- [Interface Claim File](#)
- [Claim Summary](#)

Claims > SNP Claim Maintenance

Applications	SNP Claim Information									
Claims	Site 100006405 - Swan River Montessori Charter School									
User Information	Calendar Year 2026		Month April							
Payment	Claim Type Original		Claim Status Submitted							
Verification Reporting										
Direct Certification										
FDP										
	Meal Count Information									
	Total Reim-	Ave	Number	Free	Reduced	Kinder-	Total Adult	Partici-	Partici-	Number
	bursable	Daily	of Days	Meals	Price	garten	/ Guest /	pants	pants	of Paid
	Student	Attend-	Served	Served	Meals	Paid Meals	Student	Approved	for	Meals
	Meals	ance			Served	Served	2nd Meals	for Free	Reduced	Partici-
	Served							Meals	Price	pants
	(F/R/FP)								Meals	
	Breakfast Count Information									
	1116	176	19	156	183	188	0	21	28	133
	Lunch Count Information									
	1589	176	19	181	242	NA	0	21	28	133
	Afterschool Snack Count Information									
	0	0	0	0	0	NA	0	0	0	0
	Sponsoring Authority Certification									
	<p>I hereby take full responsibility for ensuring that this claim accurately represents the number of meals/milks served by reimbursement category, that records are available to support this claim, that this claim is in accordance with the Program Agreement, and that payment therefore has not been received. I understand that this information is being given in connection with the receipt of federal funds, that officials of the U.S. Department of Agriculture and the Minnesota Department of Education may verify this information, and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes.</p>									
	View Details					Save				