

**SPECIFICATIONS  
AND  
REQUEST FOR PROPOSAL (RFP)  
FOR VENDED MEAL SERVICES**

**Pride Academy Charter School**  
Mr. Gyan Ray  
School Business Administrator/Board Secretary  
117 Elmwood Ave  
East Orange, New Jersey 07018

**2018 - 2019**

**FUNDED CHILD NUTRITION PROGRAMS**

# REQUEST FOR PROPOSALS

The Pride Academy Charter School is requesting proposals for the Vended Meal Services for 2018-2019 School Year. Proposals are due in the Business Office no later than May 23, 2018 at 10:30 a.m.

Please address any questions concerning this request to:

Business Office  
PRIDE ACADEMY CHARTER SCHOOL  
117 Elmwood Avenue  
East Orange, New Jersey 07018

Telephone: (973) 672-3200  
Fax: (973) 672-3207

If your company does not intend to respond to this request for proposal, please complete the cover letter provided and mail or fax to the above address.

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

**1. (1) mail: U.S. Department of Agriculture**

Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW

Washington, D.C. 20250-9410; 2. (2) fax: (202) 690-7442; or 3. (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **GENERAL INSTRUCTIONS TO BIDDERS**

1. The date and time of the IFB opening is 10:00 AM on Friday, May 25, 2018 at the Pride Academy Charter school Business Office located at 115 Elmwood Avenue, East Orange, NJ 07018. All bids must be in writing; no IFB can be accepted via electronic transfer. All bids must be delivered or mailed to 117 Elmwood Avenue, East Orange, NJ 07018 with all required documentation in sealed envelopes, appropriately identified and marked with the RFP number and return address from commercial vendor. Any bids received that are not in a sealed envelope or after the deadline will not be considered. The Pride Academy Charter school Board of Trustees assumes no responsibility for delay in mails or personal

delivery of bids. Bidders must provide two copies of the bid. 3. No IFB will be accepted unless the required affidavits are appropriately executed and submitted with such IFB. Bids shall be made upon the forms provided. Do not change the wording of the IFB Form and do not add words to the wording of the IFB Form. Unauthorized conditions, limitations, or

provisions attached to the bids shall be a cause for rejection of the bids. 4. The Pride Academy Charter school Board of Trustees reserves the rights to reject any and or all bids or to accept a IFB that in its judgment will best serve

the interest of the students at the Pride Academy Charter school. 5. All requests for IFB issued by the Pride Academy Charter school Board of Trustees will bind bids to the conditions and requirements set forth in these general instructions and such instructions will form an integral part of each purchase contract by the charter school. The Pride Academy Charter school Board of Trustees reserves the right to waive any non-material defects or informalities in any IFB should it be deemed

to be in the best interests of the charter school to do so. 7. Provisions set forth herein are contractual in nature to become effective upon

the awarding of all or any part of the items listed in the IFB. No provisions can be changed without written consent for the Pride Academy Charter School

Board of Trustees or its authorized representative. 8. Pride Academy Charter school is a tax-exempt public institution; therefore,

no state sales taxes should apply. 9. The Undersigned Proposer agrees to commence providing service in

accordance with the attached school calendar from Pride Academy Charter school.

10. Meetings will not be granted unless the Pride Academy Charter school Board of Trustees has any questions for commercial vendors.

#### Scope of Service

Pride Academy Charter school, an approved Charter School by the State of New Jersey Department of Education is looking for a food service vendor who will provide breakfast meeting the School Breakfast Program requirements as set forth in 7 CFR Section 220.8 and lunch meeting the School Lunch Program require forth in 7 CFR Section 210.10. Approximately 80% of the students are eligible for free or reduced meals in accordance with the guidelines established by the National School Food program.

The school wants a vendor that can provide both hot and cold meals. The school desires a complete program that is nutritiously appealing and delicious with little to no preservatives and a minimal amount of processed foods. Foods should be hormone free and always, whole grain as mandated by the USDA Department of Agriculture for the School Food Program. Important also, is a wide variety of fresh foods giving students the option to explore healthy food choices that they may not have been exposed to. In addition, and most importantly the meal components must be in accordance with the new school meal patterns. Milk is to be supplied with each meal. Vendor shall purchase fresh milk from New Jersey producers at least equal to the amount of fresh milk proposed to be furnished to Pride in accordance with N.J.S.A. 18A:18A-6 and N.J.A.C. 2:55-1.1 et seq.

When planning menus, offer vs serve is to be utilized as much as possible. All attempts should be made from the Vendor to Buy American in conjunction with the requirements found in the Buy American Provision 7 CFR, Section 210.21.

Pride Academy Charter School will have approximately 288 students in Grades 5-8 at 117 Elmwood Ave, East Orange, NJ 07018 The school average daily order consists of 200 breakfasts and 288 lunches per day.

The Vendor will provide Pride Academy charter School with the upcoming months menu for breakfast and lunch 16 days in advance of their effective date. Pride will at the discretion of the Vendor email or fax a monthly order by the Friday before month begins with the quantity of each type of vended meal needed for each day school is in session. No peanuts are to be used in food preparation (some of our students are/may be highly allergic to nuts).

Vendors who provide a pre-planned menu must allow substitutions based on Pride's preferences and feedback when placing monthly orders. Quantity updates must be allowable to permit Pride to purchase different quantities of food on different days, based on school events, student participation and other factors that may influence student attendance

## **Term of Contract**

The term of the proposed contract is for one year commencing on July 1, 2018 and ending June 30, 2019.

## Awarded Contract

Awards shall be made by resolution of the Pride Academy Charter school Board of Trustees within 60 days of the bid opening. Commercial vendor will be notified via a phone call and letter from the Pride Academy Charter school Board of Trustees.

Before award is made to a Proposer not a resident of the State, such proposer shall designate a proper agent in the State on whom service can be made in the event of litigation.

If the successful proposer is a corporation not organized under the laws of New Jersey, the award of Contract and payment of consideration there under shall be conditioned upon the Corporation promptly filing a certificate of doing business in the State of New Jersey pursuant to N.J.S.A. 14A:15-3 and complying with the provisions of N.J.S.A. 14A:4-5.

If any person submitting an IFB for the provision of food services is in doubt as to the true meaning of any part of the Contract Documents, or finds discrepancies in or omissions from any part of the Contract Documents, he should email all questions to [jray@prideacs.org](mailto:jray@prideacs.org). Any interpretation or correction of the Contract Documents will be made only by email and will be sent to each Proposer of record.

## Daily Delivery Requirements

Vendor will be responsible for the condition and care of vended meals, including maintaining the proper temperature of meal components, until Pride accepts d Vendor will prepare a daily invoice delivery slip for each Pride site to include the daily HACCP Production worksheet. The vendor will be required to complete their required part of the daily HACCP Production worksheet, which provides all the weights and required servings on the components of the meals to be served to facilitate completion of the School Meal Pattern documentation, required by the state of NJ.

Any discrepancies will be noted on the daily invoice delivery slip. All meals will be counted and signed for by a representative at each school location. Pride reserves the right to notify the vendor in the event of any spoilage or proper temperatures have not been met.

The vendor must provide all vended meals as individual, unitized meals packaged in sealed, leak proof containers for direct distribution to students. While the remaining food components may be vended in bulk quantities, i.e. fresh fruit. Hot meals need to be delivered in holding containers that will maintain proper food temperatures until meals are served beginning at 11:30 AM.

Pride will be responsible for bulk food storage and refrigeration of milk once received. Preparation and distribution to students by Pride's employees must require minimal staff efforts as Pride employs only one food service employee. The vendor agrees to provide all condiments with meals. Paper goods and eating utensils will be provided by Pride .

shall deliver all cold breakfast the business day before with the current days lunch (hot or cold as specified on the menu) by 10:30 AM. Deliveries are to be made daily (Monday - Friday) according to the attached school calendar at the following locations:

Pride Charter School – Middle School (Grades 5-8)

117 Elmwood Ave, East Orange, NJ 07018 (288 students) - NSP Meal Requirements 5-8

#### **Charges and Billing**

Vendor will submit a written invoice to Pride 's main office at the end of each calendar month, listing the numbers and types of vended meals provided on each day of the preceding month, the monthly total for each type of vended meal provided, and their unit prices. The invoice shall also list any other food or supplies delivered by the Vendor.

Pride will not be responsible for paying any food that is not received, spoiled or unwholesome at the time of delivery or fail to meet any terms of contract.

Any meals not in compliance with USDA meal patterns will be refused.

#### **Record Keeping and Availability**

Pride will conduct the free and reduced-price application process, including the distribution, review, approval and verification of applications. The school will maintain all application and eligibility requirements.

The vendor will keep and maintain all necessary records on the nutritional components, quantities of the meals delivered to Pride , and make these records available for inspections by representatives of Pride , the NJ Department of Agriculture, USDA and the US General Accounting Office. Furthermore, the vendor will provide document requisition support in the event of an audit upon advance written notice from Pride , the NJ Department of Agriculture, USDA and the US General Accounting Office. This includes, but is not limited to, support with menus,



production records, recipes, labels and product information statements. Sample documentation of the forms provided in support of an audit should be included in the bid package. It is important to note that the contracted vendor is to keep and maintain all required records for three years after the final payment and all other pending matters (audits) are closed for all negotiated contacts.

The vendor agrees to provide standardized recipes, nutrition fact labels, child nutrition labels, product formulation statements and/or supporting documentation for menu items provided by vendor upon the initial serving to students. Subsequent servings of the same item or recipe do not need to be provided unless there has been a change.

### **Substitutions**

In the event of a one day school closing due to inclement weather or any emergency, Vendor may choose to provide that day's scheduled meal on the next day school is in service. Vendor may choose to provide a substitution to a meal component as long as Vendor first notifies Pride of the substitution. All substitutions shall meet all meal pattern requirements.

### **Health and Sanitation**

Vendor will maintain applicable state and local health certifications for all facilities in which meals are prepared for Pride. All food will be properly stored, prepared, packaged and transported free of contamination and at appropriate temperatures. Vendor will assure they follow applicable Hazard Analysis Critical Control Point procedures in the preparation and delivery of vended meals for Pride.

In accordance with Appendix II to 2 CFR 200, the Vendor agrees to comply with the Clear Air Act and the Federal Water Pollution Control Act as applicable with all NJ State and Federal law requirements.

### **Administrative Regulations**

All purchases using Federal Funds shall be in compliance with the uniform Administrative Regulations—2CFR Part 200 which ensures that all efforts will be made to place qualified small, minority and women's business on solicitation.

insure they are solicited whenever they are potential sources. If and when economically feasible and projected requirements are not compromised all considerations should be equal in making decisions for awards.

Per 2 CFR 200.318 and 400.2 Pride Academy Charter school prohibits and refuses any solicitation or acceptance of gratuities, favors or anything of monetary value from current contractors, potential contractors or parties in sub agreements with any said vendor.

## Pride Academy Charter school Written Code of Conduct for Procurement

Regulations: 2 CFR Part 200.318, formerly 7 CFR Part 3016.36(b) (3) and CFR Part 3019.42, New Jersey Public School Contract Law - 18 A:18 A - 1 et seq and Pride Academy Charter school's local purchasing requirements.

**ALL PROCUREMENTS MUST ENSURE THAT THERE IS FULL AND OPEN COMPETITION AND ADHERE TO THE MOST RESTRICTIVE FEDERAL/STATE/LOCAL REQUIREMENTS.**

Procedures: The Pride Academy Charter school seeks to conduct all procurement procedures:

- in compliance with stated regulations; and
- to prohibit conflicts of interest and actions of employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal, state, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.

For questions and concerns regarding procurement solicitations, contract evaluations, and award, contact:.

### Purchasing Contacts:

**Jnanendra Ray, SBA**

**(973) 672-3200 Ext. 215 Contact Number**

## Evaluation of Bids

Pride Academy Charter school intends to award a contract to a food service vendor who will provide healthy nutritious meals for students at the best price under the USDA School Food Program Guidelines. This is not to say that the lowest cost bids will automatically be awarded the contract.

## **Evaluation Criterion**

Weighting Factor

**100% (Enter percentage)**

1-100%

1. Price (this criterion must be the primary factor in the award decision).

**2. Transparency of proposal to avoid hidden costs.**

3. The commercial vendor's demonstration of having a complete understanding of the Pride Charter School Food Service Program and its service requirements.

4. The accuracy of data submitted to support the Request For Proposal. Submission of all required forms.

5. Evidence of corporate capability and experience as measured by performance record, years in the industry, relevant experience, and number of SFAs served, client retention and references and the commercial vendor's organizational chart.

6. Commercial vendor's ability to accurately calculate and complete HACCP food service production records and provide documentation for an administrative review conducted by the state agency or upon request of Pride or USDA. To include daily delivery tickets, recipes, nutrition fact labels, Child Nutrition (CN) labels and/or product formulation statements.

7. Commercial vendor's commitment to provide healthy food options.

# Evaluation Criterion

Weighting Factor

**100% (Enter percentage)**

1-100%

8. The extent to which the commercial vendor's meals and services comply with applicable laws. All meals must be eligible for state and federal reimbursement.

9. Evidence of successful communications systems for ordering meals, delivery schedule, and menu modification based on student/parent preference and Pride 's local wellness policy. i.e. soliciting input, responsiveness to feedback, participation in program evaluation and selection of menus.

10. Supplied sample menus for each Child Nutrition Program that Pride participates in. Menus submitted Indicate compliance with USDA regulations and meal Patterns.

11. Evidence of a comprehensive food handling, housekeeping and sanitation program.

## **TOTAL**

100%

Please be sure to include the following documentation: Sample monthly menu for Breakfast and Lunch Sample Daily Invoice Delivery Receipt with HACCP Production record completed in accordance with the vendor requirements from the state Sample monthly invoice school would receive Board of Health Certificate

Proposals will be evaluated by the above 11 evaluation criterion. Proposals will be valued using the weighted criteria stated above. They are weighted based upon the importance to Pride . The weighted factor range is 1-100% with 100% being the highest and 1% being the lowest.

All responsive proposals will be reviewed, evaluated and scored by a team of individuals whose total scores will be averaged. Each evaluator will assign a point range to each criterion. The point range is 1-10, with 10 being the highest and 1 being the lowest. Following the scoring of proposals they will be ranked. Pride will ensure that the method stated above will be used to evaluate all proposals ensuring a full and open competition. Please note that only commercial vendors that address all criteria will be considered responsive. A proposal is considered responsive if it follows the required format, includes all attachments and meets all deadlines and other requirements as outlined in this RFP. All contracts will be awarded in alignment with 2 CFR 200.320.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY,  
AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS  
(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS THAT  
FOLLOW)**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**FSMC Name**

***Name and Title of Authorized FSMC Representative***

***FSMC Signature***

***Date***

## INSTRUCTIONS FOR CERTIFICATION

By signing and submitting this proposal, the prospective lower tier participant is providing agreement and certification to the following:

1. The certification in this document 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.
2. The prospective lower tier participant shall 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.
3. 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 the 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 (13 CFR Part 145).
4. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
5. The prospective lower tier participant further agrees by submitting this proposal that it will include the 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.
6. 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. The list is available on the internet at: <http://www.gao.gov/products/GAO-09-174>

7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

8. Except for authorized transactions referenced in paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

# DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB 0348-0046

Form #132 Rev.11/2012

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

(See reverse for public burden disclosure)

## 1. Type of Federal Action

## 2. Status of Federal Action

## 3. Report Type:

a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance  
g. bid/offer/application

a. initial filing b. initial award

h. material changes c. post-award

## For Material Change Only:

Year:

Quarter:

Date of last report: 5. If Reporting Entity in No. 4 is Sub-awardee, Enter Name  
and

Address of Prime:

## 4. Name and Address of Reporting Entity:

Prime

Sub Awardee

Tier

. If known

Congressional District, if known 6. Federal Department/Agency:

Congressional District, if known 7. Federal Program  
Name/Description

CFDA Number, if applicable 9. Award Amount, if known

8. Federal Action Number, if known



**10. a. Name and Address of Lobbying Entity**

*of individual, last name, first name, MI):*

**b. Individuals Performing Services (including address if different from**

*No. 10a) (last name, first name, MI):*

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**Signature:**

**11. Information requested through this form is authorized by title 31**

**U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed**

**by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

Print Name:

Title:

Telephone No.:

**Date:**

**Federal Use Only**

Authorized for Local Reproduction

Standard Form - LLL (Rev. 7/97) Electronic Form Version

Designed in Adobe 7.1 Version

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

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the invitation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the sPride on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a

covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information

previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the

appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-awardee recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to Subcontracts, sub-grants and contract awards under grants.

5. If the organization filing the report in item 4 check "sub-awardee", then enter the full name, address, city, state and zip code of the

prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below

agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). IF known, enter the full Catalog of Federal

Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 [e.g., Request for Proposal

(RFP) number; invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal coniral number assigned by the Federal agency]. Include prefixes, e.g., "RFP-DE-90-001,

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount

of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to

influence the covered Federal action.

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

11. Enter the amount of compensation paid or reasonably expected to be aide by the reporting entity (item 4) to the lobbying entity

(item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all Boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a Collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0348-0046. The time required to complete this information is | estimated to average 10 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and

complete and review the informalion collection.

# DISCLOSURE OF LOBBYING ACTIVITIES

## CONTINUATION SHEET

Approved by OMB 0348-0046

Reporting Entity:

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Authorized for Local Reproduction Standard Form - LLL-A (Rev, 7797)

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**CERTIFICATION REGARDING LOBBYING**

**CERTIFICATION FOR CONTRACTS, GRANTS, AND COOPERATIVE AGREEMENTS**

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

1. No Federal appropriated-funds have been paid or will be paid, by or on behalf of

the undersigned, to any person for influencing or attempting to influence an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant,

loan, or cooperative agreement. 2. If any funds other than Federal-appropriated funds have been paid or will be paid to any

person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form

LLL, Disclosure Form to Report Lobbying, in accordance with its instructions. 3. The undersigned shall require that the language of this certification be included in the

award documents for all sub-awards at all tiers (including sub-contracts, sub- grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients

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

Food Service Management Company

Address of Food Service Management Company

Town Town

State State

Zip Code

Name of Submitting Official

Title of Submitting Official

Signature

Date

**Form #39**

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(Nov. 2016)

## **DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

### 1. Background

#### *A. Certification*

Pursuant to Public Law 2012, c.25 (N.J.S.A.52:32-55, et. seq.), any person or entity ("bidder") that submits a bid or proposal or otherwise enters into or renews a contract with a board of education is required to disclose if it is engaged in investment activities in Iran. In order to comply with the provisions of P.L. 2012, c. 25, all bidders are required to complete a certification that attests that neither the bidder, nor any of its parents, subsidiaries and/or affiliates is listed on the list developed by the New Jersey Department of Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran, pursuant to section 3 of P.L.2012, c. 25 (N.J.S.A. 52:32-57). The Department of Treasury List is available at [http://www.state.nj.us/treasury/purchase/pdf/Chapter25\\_List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25_List.pdf)). A copy of the list is attached for informational purposes. All bidders are advised to refer to the most current version of the list to ensure compliance with P.L. 2012, c. 25.

B. Unable to certify If the bidder is unable to certify compliance with the law, the bidder shall provide a detailed and precise description of such investment activities as described in N.J.S.A. 52:32-56(f).

C. False certification If the board determines that a person or entity submits a false certification concerning its engagement in investment activities in Iran under section 4 of P.L.2012, c.25 (C.52:32-58), the board shall report to the New Jersey Attorney General the name of that person or entity. The Attorney General shall determine whether to bring a civil action against the person or entity to collect the penalty prescribed in paragraph (1) of subsection a. of section 5 of P.L.2012, c.25 (C.52:32-59).

## **II. Instructions for Completing the Disclosure of Investment Activities in Iran Form**

### A. Part 1: select and check the appropriate box.

Top box: Select this box if the person or entity (bidder) filling out the form is able to certify that neither the person or entity nor any of the bidder's parents, subsidiaries, or affiliates is listed in the Department of Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012c, c. 25 (N.J.S.A. 52-32-55, et. seq.). If you check the top box, skip part 2, fill in part 3 and return the form along with other required documentation in your bid or proposal.

Bottom box: Select this bottom box if the person or entity (bidder) filling out the form is listed and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of Treasury's list of entities determined to be engaged in prohibited activities in Iran. If you select this box, you must complete part 2 of the certification.

B. Part 2: Complete this part only if you selected the bottom box in Part 2. If you must complete this part, make sure that you provide a detailed, accurate and precise description of the activities. In so doing, please make sure that you complete all fields. With regards to the Bidder contact information, please provide phone numbers and/or the most effective way to reach the person filling out the form. Add additional activities as attachments, following the format under Part 2. List the number of attachments on the form and affix the attachments to the form.

C. Part 3: Certification Complete this section as required, including printing the name, signing, dating the document, providing the title of the person who is filling the form and the bidder/vendor contact information. The bidder/contact information should be the most effective way to reach the person filling out the form.



## **DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Bidder Name:

Contract Name:

Contract/Renewal Date:

Pursuant to Public Law 2012, c.25 (N.J.S.A. 52:32-55 et. seq.), any person or entity (bidder) that submits a bid or proposal or otherwise proposes to enter into or renew a public contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>). Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the board determines that a bidder submits a false certification, the board shall report the name of the bidder to the New Jersey Attorney General, who shall determine whether to bring a civil action against the person or entity to collect the penalty described in section 5 of P.L. 2012, c. 2012 (N.J.S.A. 52:32-59).

### **PART 1. PLEASE CHECK APPROPRIATE BOX**

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the New Jersey Department of Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above or am an officer or representative of the entity listed above and am authorized to make this certification on its behalf.

I am unable to certify as indicated above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of Treasury's list of entities determined to be engaged in prohibited activities in Iran. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide the information required in Part 2 will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

### **PART 2. INVESTMENT ACTIVITIES IN IRANO**

(Complete only if you checked the second box in Part 1) Please provide further information related to investment activities in Iran. You must provide a detailed, accurate and precise description of the activities of the bidder, the bidder's parents, subsidiaries and/or affiliates that are engaged in investment activities as described in N.J.S.A 52:32-56(f).

1. Name and Address:
2. Relationship to Bidder:
3. Duration of Engagement:
4. Cessation of Activity:
5. Bidder Contact Name: 0
6. Bidder Contact Phone Number:

ADDITIONAL ACTIVITIES/CONTINUATION SHEETS (Check this box if you are including additional activities): If there are additional activities that require disclosure, please provide the description as attachments to this form, following the same format under part 2 above. Please number each attachment and affix to this form.

Number of Attachments:

PART 3. CERTIFICATION I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the below-referenced person or entity. I acknowledge that

(fill in the name of the SFA) is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of the contract to notify the school in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the school and that the school, at its option, may declare any existing contract(s) resulting from this certification void and unenforceable.

1. Full Name (Print):
2. Date:
3. Signature:
4. Title:
5. Bidder/Vendor:
6. Bidder/Vendor Phone Number and/or Contact Information:

# IFB BID FORM

(Contract Title and Bids Number)

(Description of goods/services)

The undersigned proposes to furnish and deliver the above goods/services pursuant to the IFB specification and made part hereof:

## **Description**

**Rate Per Meal Estimated Unit Estimated Total**

Reimbursable Breakfasts with Milk

200

Reimbursable Lunches with Milk

388

Estimated Total

Company Name

Federal I.D. # or Social Security #

Address

City, State, Zip

Print Name and Title of Authorized Representative

Signature of Authorized Agent

Date

**Telephone Number**

Fax Number

E-mail address

## MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

### **N.J.A.C. 17:27 GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identify or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identify or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identify or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act. The contractor or subcontractor agrees to make good faith efforts to targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identify or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identify or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notice of award but prior to execution of a goods and service contract, one of the following three documents:

Letter of Federal Affirmative action Plan Approval Certificate of Employee Information Report Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

## providea 'ty the division

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

I certify that the above information is correct to the best of my knowledge.

Firm Name

Print Name

Signature

Date

**Date**

Title

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## AMERICANS WITH DISABILITIES ACT OF 1990 Equal Opportunity for Individuals with Disability

The contractor:

and the Pride Academy Charter school, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.



It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

## NJ BUSINESS REGISTRATION CERTIFICATE

In accordance with P.L. 2004, Chapter 2004, no contract shall be entered into by NLCS unless the Vendor provides a copy of its business registration in accordance with the following schedule:

(1) In response to a request for bids or a request for bids, at the time a bid or bids is submitted; or

(2) For all other transactions, before the issuance of a purchase order or other contracting document. In its sole discretion, the contracting unit may waive this requirement if a business registration has been previously provided to the contracting agency.

Further, a subcontractor shall provide a copy of its business registration to the Vendor who shall forward it to the contracting agency. No contract with a subcontractor shall be entered into by any contractor under any contract with a contracting agency unless the subcontractor first provides proof of valid business registration. The contracting agency shall file all business registrations received by the contracting agency with other procurement documents related to the contract.

STOCKHOLDER DISCLOSURE CERTIFICATION This Statement Shall Be  
Included with IFB Submission

Name of Business:

certify that the list below contains the names and home addresses of all  
stockholders holding

10% or more of the issued and outstanding stock of the undersigned.

OR

certify that no one stockholder owns 10% or more of the issued and outstanding  
stock of the undersigned.

Check the box that represents the type of business organization:

Partnership  Limited Partnership

Subchapter S Corporation

Corporation

Sole Proprietorship  Limited Liability Corporation

Limited Liability Partnership

**Sign and notarize the form below, and, if necessary, complete the  
stockholder list below.**

**Stockholders:**

Name:

Name:

Home Address:

Home Address:

Name:

Name:

Home Address:

Home Address:

Subscribed and sworn before me this  
day of

—

Signature Affiant

Notary Public

Print Name and Title of Affiant

Corporate Seal

My Commission Expires

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## INDEMNIFICATION AND INSURANCE

1. Indemnification The bidder shall assume all risk of, and responsibility for, and agrees to indemnify, defend, and save harmless Pride and its agents, employees and Board members, from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses (including, but not limited to, attorney's fees) in connection therewith on account of the loss of life or property or injury or damage to any person, body or property of any person(s) or whatsoever, which shall arise from or result directly or indirectly from the work and/or materials supplied under this contract.

This indemnification obligation is not limited by, but is

in addition to, the insurance obligations contained in this agreement.

2. Insurance The bidder to whom the contract is awarded for any service work or construction work shall secure, pay the premiums for and keep in force until the contract expires, insurance of the types and amounts listed below:

General Liability General Aggregate Each Occurrence Products Personal Injury Fire  
Damage

\$2,000,000 \$1,000,000 \$1,000,000 \$1,000,000 \$50,000

The awarded vendor must present to Pride an insurance certificate in the above types and amounts before any work or service begins. Automobile liability insurance shall be included to cover any vehicle used by the insured. To this end, the food service vendor must include the following clause on the insurance certificate: "Pride Academy Charter school is named as an additional insured".

The vendor shall at all times hold and save harmless Pride and the agents, representatives, and employees of Pride against any and all suits, claims, costs, charges, and expense by reason of any damages or claims for damages arising from the negligence of the contractor, his agents, representatives and employees. The vendor is to assume all liability of every sort incident to the work, including property damage caused by its person(s). Evidence of adequate Workers Compensation Insurance as required by the laws of the State of New Jersey and the United States, must be available for perusal. The minimum limits are the following, unless a greater amount is required by law:

Workers Compensation: Bodily Injury by Accident (each accident) Bodily Injury by  
Disease (policy limit) Bodily Injury by Disease (each employee) Automobile Liability (per  
occurrence) Bodily Injury by Accident (each accident)

\$500,000.00 \$500,000.00 \$500,000.00 \$1,000,000.0 \$500,000.00

The next two items contain similar language; one is required in a standard bid package and the other is required in the vended meal IFB. The Non-Collusion Affidavit is to be completed by the person authorized to submit bids and enter into contracts. The Certificate of Independent Price Determination is to be completed by the person within the organization responsible for determining the prices offered in this bid package.

## NON-COLLUSION AFFIDAVIT

of the City of

Land the State of duly sworn according to law on my oath depose and say that:

\_in the County of

of full age, being

| am the

(title) of the firm of (company name) and the bidder making the Proposal for the above names contract, and that I executed the said Proposal with full authority so to do; that I have not, directly or indirectly, entered into any agreement, participated in any collusion, discussed any or all parts of this proposal with any potential bidders, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named bid, and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that Pride Charter School of the City of Hamilton relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said bid. I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission,

contingent fee, except bona fide employees of bona fide established commercial or selling agencies maintained by the following company:

Print Name of Contractor/Vendor

before me this

Subscribed and sworn to:

day of

\_ (month/year).

Print Name of Notary

Signature of Notary

My commission expires: -

(Seal)

**CERTIFICATE OF INDEPENDENT PRICE DETERMINATION**

Both Pride Academy Charter school and the Commercial Food Vendor shall execute this Certificate of Independent Price Determination.

(A) By submission of this offer, the offer or certifies and in the case of a joint offer, each party there to certifies as to its own organization, that in connection with this procurement:

(1) The prices in this bid 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 offer or or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offer or and will not knowingly be disclosed by the offer or 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 offer or or to any competitor; and

(3) no attempt has been made or will be made by the offer or to induce any person or firm to submit or not to submit an offer for the purpose of restricting competition.

(B)

Each person signing this offer on behalf of the Commercial Vendor certifies that:

(1) He or she is the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or (2) He or she is not the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has 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 (A)(1) through (A)(3) above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.



***To the best of my knowledge, this Commercial Food Vendor, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted 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:***

Name of Commercial Food Vendor

Signature of Commercial Vendor's Authorized Rep

Title of Commercial Vendor's Authorized Rep

Date

***In accepting this offer, the Pride Charter School certifies that no employee has taken any action which may have jeopardized the independence of the offer referred to above.***

Printed Name of Pride Charter School Representative

Signature of Pride Authorized Representative

Title of Pride Charter School Representative

Date

***NOTE: Accepting a bidder's offer does not constitute award of the contract.***

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Pride Academy Charter school

## **IFB Document Checklist**

***\*\*Please provide two copies of BID\*\****

### **Cost**

Documentation noted on page 8 Certificate Regarding Debarment,  
Suspension, Ineligibility and Voluntary Exclusion Certificate of Lobbying  
Disclosure of Investment Activities in Iran IFB Bid Form Mandatory Equal  
Employment Opportunity Language Americans With Disabilities Act of 1990  
New Jersey Business Registration Certificate

Stockholder Disclosure Certificate

Proof of Insurance

Non-Collusion Affidavit

Certificate of Independent Price Determination School Nutrition Programs  
Vendor Contract Form #233 (completed)

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# 2018-2019 SCHOOL CALENDAR

August (10 teacher, 0 student)					November (20 teacher, 20 student)				
M	T	W	TH	F	M	T	W	TH	F
	31	1	2	3				1	2
6	7	8	9	10	5	6	7	8	9
13	14	15	16	17 New Staff Orientation	12	13	14	15	16
20 Staff Orientation	21 Staff Orientation	22 Staff Orientation	23 Staff Orientation	24 Staff Orientation	19	20 End of 1 <sup>st</sup> Trimester	21 Half Day: <i>Thanksgiving</i> Break	22 No School: <i>Thanksgiving</i> Break	23 No School: Thanksgiving Break
27 Staff Orientation	28 Staff Orientation	29 Staff Orientation	30 Staff Orientation	31 Staff Orientation	26 School Re-Opens	27	28	29	30
September (19 teacher, 19 student)					December (15 teacher, 15 student)				
M	T	W	TH	F	M	T	W	TH	F
3 No School: Labor Day	4 First Day of School	5	6	7	3	4	5	6 1 <sup>st</sup> Trimester Report Card Conferences	7
10	11	12 Back to School Night 5:30PM	13	14	10	11	12 Interim #2 due	13	14 Half Day Prof. Dev
17	18	19	20	21	17	18	19	20	21 Philanthropy Day / Half Day Winter Break.
24	25	26 High School Night 5:30PM	27	28	24 Winter Break	25 Winter Break	26 Winter Break	27 Winter Break	28 Winter Break
					31 Winter Break				

<b>October</b> (22 teacher, 22 student)				
M	T	W	TH	F
1 Respect Week	2 Respect Week	3 Respect Week	4 Respect Week	5 Half Day Healthy Kids Walk
8 No School: Columbus Day	10	11	12 1 <sup>st</sup> Trimester Progress Reports Out	13
15	16	17 Interim #1 due	18	19 Half Day Data meeting
22	23	24	25	26
29	30	31		

<b>January</b> (21 teacher, 21 student)				
M	T	W	TH	F
	1 Winter Break	2 Winter Break	3	4
7	8	9	10	11
14 No School: ML King Day	15	16	17 2 <sup>nd</sup> Trimester Progress Reports Out	18
21	22	23	24	25
28	29	30	31	

<b>February</b> (19 teacher, 19 student)				
M	T	W	TH	F
				1
4	5	6	7	8
11 School- Wide Interim Assessment	12 School- Wide Interim Assessment	13 School- Wide Interim Assessment	14 School- Wide Interim Assessment	15 Half Day Staff Prof. Dev
18 No School: President's Day	19	20	21	22 End of 2 <sup>nd</sup> Trimester
25	26	27	28	

<b>May</b> (22 teacher, 22 student)				
M	T	W	TH	F
		1	2	3
6 5 <sup>th</sup> & 8 <sup>th</sup> Grade PARCC	7 5 <sup>th</sup> & 8 <sup>th</sup> Grade PARCC	8 5 <sup>th</sup> & 8 <sup>th</sup> Grade PARCC	9 5 <sup>th</sup> & 8 <sup>th</sup> Grade PARCC	10 5 <sup>th</sup> & 8 <sup>th</sup> Grade PARCC Half Day for Students
13 6 <sup>th</sup> &7 <sup>th</sup> Grade PARCC	14 6 <sup>th</sup> &7 <sup>th</sup> Grade PARCC	15 6 <sup>th</sup> &7 <sup>th</sup> Grade PARCC	16 6 <sup>th</sup> &7 <sup>th</sup> Grade PARCC	17 6 <sup>th</sup> &7 <sup>th</sup> Grade PARCC Half Day for Students
20 MAKE UP TESTING	21 MAKE UP TESTING	22 MAKE UP TESTING 5 <sup>th</sup> & 8 <sup>th</sup> grade SCIENCE	23 MAKE UP TESTING 5 <sup>th</sup> & 8 <sup>th</sup> grade SCIENCE	24 MAKE UP TESTING
27 No School: Memorial Day	28	29	30	31

March (21 teacher, 21 student)				
M	T	W	TH	F
				1
4	5	6	7 Report Card Conferences	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
April (17 teacher, 17 student)				
M	T	W	TH	F
1 School-Wide IA #4	2 School-Wide IA #4	3 School-Wide IA #4	4 School-Wide IA #4	5 Half Day Staff Prof. Dev
8	9	10	11 3 <sup>rd</sup> Trim. Progress Reports	12
15 Spring Break	16 Spring Break	17 Spring Break	18 Spring Break	19 Spring Break
22	23	24	25	26
29	30			

June (13 teacher, 12 student)				
M	T	W	TH	F
3	4	5	6	7 End of 3 <sup>rd</sup> Trimester
10 SPIRIT WEEK	11 SPIRIT WEEK	12 SPIRIT WEEK	13 SPIRIT WEEK	14 SPIRIT WEEK Half Day 8 <sup>th</sup> Grade Trip
17 Half Day: 8 <sup>th</sup> Grade Dance	18 Half Day: Last Day & Graduation	19 No Classes: Teacher Wrap-up		
<p><b>Total Days in Session:</b>            Students - 188 (includes 3 snow days)            Teachers - 199 (includes 3 snow days)            If extra snow days are needed: June 19- June 21<sup>st</sup> will be added.</p> <p><b>Marking Period Lengths:</b>            1<sup>st</sup> Trimester—12 weeks            2<sup>nd</sup> Trimester—12 weeks            3<sup>rd</sup> Trimester: —13 weeks during state testing sessions</p>				