



WAYNE COUNTY SCHOOL NUTRITION SERVICES

150 Cardinal Way
Monticello, KY 42633
606-340-8684

SEALED RFP

PLEASE MARK AS FOLLOWS:

RFP: 041525-FS:
Sanitation Service & Cleaning Supplies
Program

DATE ISSUED:

Tuesday, April 1, 2025

REQUEST FOR PROPOSALS DUE:

Friday, May 2, 2025 @ 4:00 PM (EST)

Description of Request for Proposal (RFP)

ITEMS: Sanitation Services & Cleaning Supplies Program

CONTRACT TERM: Effective July 1, 2025 – June 30, 2026, pending BOE approval *with possible renewal up to four (4) additional contract years, not to extend beyond June 30, 2030.*

MAIL OR DELIVER PROPOSAL TO: Wayne County Nutrition Services
150 Cardinal Way
Monticello KY 42633

Contact: Questions can be directed to Casey Holt, Food Service Director at 606-340-8684

TENTATIVE TIMELINE: Solicitation Release Date – April 1, 2025
Proposal/Bid Due – May 2, 2025 @ 4:00 PM (EST)
Proposal/Bid Opening – May 5, 2025 @ 10:30 AM (EST)
Evaluation Period – May 5 – May 8, 2025
Anticipated Recommendation for BOE Approval – May 8, 2025
Anticipated BOE Award – May 15, 2025

Wayne County School Nutrition Services is accepting proposals from experienced vendors for sanitation services and cleaning supplies, to provide service, education, and complete line of chemicals to maintain consistent superior sanitation in our school foodservice operations. Only proposals received by the date and time specified will be considered. Bidders are invited to be present at the opening of proposals to be held at the Wayne County Board of Education, 150 Cardinal Way, Monticello KY 42633.

PROPOSAL: Sealed proposals must be filed no later than 4PM (EST), Friday, May 2, 2025. RFP must be sent in an envelope/box with the provided return label information affixed to the outside. No faxed or e-mailed proposals will be accepted at this time. It is the Bidder's responsibility to ensure receipt of the proposal/bid materials. The Wayne County Schools cannot assume the responsibility for any delay as a result of failure of the mail or delivery services to deliver proposals on time. When there is an error in extension of price, the unit price shall prevail. Only one quote per item will be accepted on the original proposal. Additional or alternate items must be noted in Product Specifications worksheet, noted as alternative. Signatures and initialed pages are required on the proposal document. Failure to comply with this terms/instruction may disqualify your proposal. Proposals are subject to rejection in whole if they limit or modify any of the terms and conditions and/or specifications of the RFP. This Request of Proposal is part of a competitive negotiation process, which helps to serve the best interest of the school district. The respondent whose proposal is determined to be the most advantageous to the district may be offered the contract.

Copies of this Request for Proposal may be obtained:

- Wayne County Board of Education, 150 Cardinal Way, Monticello, KY 42633
- Kentucky Purchasing Cooperative (KPC) <https://www.kpc4me.com/bid-opportunities/>
- Wayne County School Website (Quick Link-Food Nutrition Services), <http://www.wayne.kyschools.us/>

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PACKAGE IDENTIFICATION LABEL – OPTIONAL

For your convenience, you may use the label below to identify your proposal submittal. Proposals should include USB Drive with completed Product Specification sheets as presented in this RFP.

DO NOT OPEN - SEALED RFP - DO NOT OPEN

RFP 041525-FS: Sanitation Service& Cleaning Supplies Program
PROPOSAL TO BE PUBLICLY OPENED ON: May 5, 2025 @ 10:30 AM (EST)

DELIVER TO: Wayne County Board of Education:
Nutrition Service
150 Cardinal Way
Monticello, KY 42633

Attention: Casey Holt

Contract Terms and Conditions

1. Wayne County School District reserves the right to reject any and all proposals received as a result of this Request for Proposal.
2. E-mail, fax or telephone submissions will not be accepted. All proposals must be on paper in a sealed envelope.
3. Prices quoted must include all fees, transportation and delivery charge to each school within the district and be considered final price. Wayne County School District does not pay sales taxes and a tax-exempt form will be provided to awarded vendor.
4. All proposals must be signed by an authorized company official.
5. Bids are effective for thirty days (30) from the date of opening unless otherwise specified in special conditions of Bidding. No bid may be withdrawn prior to time.
6. Samples requested must be furnished free of expense to The Wayne County Schools. If not destroyed or consumed in testing or evaluation, or required in connection with the award. Samples shall upon request be returned at the Bidder's expense. Right is reserved to mutilate or destroy any samples if considered necessary for testing purposes.
7. Wayne County School District reserves the right to reject any or all proposals, to waive or not waive informalities or irregularities in proposal procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by Wayne County Schools to be in the best interest of the school.
8. All prices shall remain fixed for the term date of the contract.
9. Payment schedule is weekly once invoice is received and processed.
10. Vendor must furnish and keep for the entire length of awarded contract:
 - Workers' Compensation
 - Employer's Liability Insurance
 - Public Liability \$1,000,000 minimum
11. If awarded an order or contract, Bidder agrees to protect, defend and save harmless The Board from suits or demands for payment that may be brought against it for use of any patented materials, process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract. Bidder further agrees to indemnify and save harmless the board from suits or actions of every nature and description brought against it for, or on account of injuries or damages received or sustained by any party or parties by, or for any acts of the contractor, his servants or agents.
12. Termination for Convenience: Wayne County School District reserves the right to terminate any contract at any time, in whole or in part, by thirty (30) day written notice to Contractor. Upon receipt by the Contractor of the "notice of termination", the Contractor shall discontinue all services with respect to the applicable contract. The School district, after deducting any amount(s) previously paid, shall pay for all services rendered or goods supplied by the Contractor, as well as any reasonable costs incurred by Contractor up to the time of termination but not including Contractor's loss of profit. The cost of any agreed upon services provided by the

Contractor will be calculated at the agreed upon rate prior to “notice of termination” and a fixed fee contract will be pro-rated (as appropriate).

13. Termination for non-performance or breach of contract: The Wayne County Schools may terminate the resulting contract for non-performance or breach of contract, as determined by the school district, for such causes as:
 - Failing to provide satisfactory quality of service, including, failure to maintain adequate personnel, whether arising from labor disputes, or otherwise any substantial change in ownership or proprietorship of the Contractor, which in the opinion of the school district is not in its best interest, or failure to comply with the terms of this contract;
 - Failing to keep or perform, within the time period set forth herein, or violation of, any of the covenants, conditions, terms, provisions or agreements herein contained within this contract and/or RFP.
14. Adjudicating as a voluntarily bankrupt, making a transfer in fraud of its creditors, filing a petition under any section from time to time, or under any similar law or statute of the United States or any state thereof, or if an order for relief shall be entered against the Contractor in any proceeding filed by or against contractor thereunder. In the event of any such involuntary bankruptcy proceeding being instituted against the Contractor, the fact of such an involuntary petition being filed shall not be considered an event of default until sixty (60) days after filing of said petition in order that Contractor might during that sixty (60) day period have the opportunity to seek dismissal of the involuntary petition or otherwise cure said potential default; or
15. Making a general assignment for the benefit of its creditors, or taking the benefit of any insolvency act, or if a permanent, receiver or trustee in bankruptcy shall be appointed for the Contractor.
16. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. The Contractor agrees to report each violation to the USDA and the appropriate EPA Regional Office.
17. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251 et seq. The Contractor agrees to report each violation to the USDA and the appropriate EPA Regional Office.
18. Suspension and Debarment: The Contractor understands that a contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” (Please See Attachment C)
19. By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

The certification in this clause is a material representation of fact relied upon by Wayne County School District. If it is later determined that the bidder or proposer

knowingly rendered an erroneous certification, in addition to remedies available to Wayne County School District, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 2 CFR 180.220 while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

20. Wayne County School may make demand for reasonable assurances that the Contractor will be able to perform all obligation within contract, if the school has reason to believe contractor will be unable to perform such obligations.
21. Wayne County School will provide a 10-calendar day written notice of any default of contract found. Unless arrangements or default is corrected to the school satisfaction within those 10 days, Wayne County School may give 30 days' notice, by mail of its intent to cancel contract.
22. In the event that either party deems it necessary to take legal action to enforce the contract and Wayne County School prevails, the contractor agrees to pay all expenses of such action, including attorney fees and costs of litigation.
23. KRS 45A.455 prohibits conflicts of interest, gratuities, and kickbacks to employees, officers, agents, and board members of the Cooperative or its member districts in connection with contracts for supplies or services of any value whether such gratuities or kickbacks are direct or indirect. No employee, officer, agent, or board member shall participate in the selection, award, or administration of a contract if a financial interest exist that would allow personal benefits for employee, agent, officer, or board member.
24. Parties to this agreement are solely responsible for costs incurred in fulfilling obligations under this agreement unless otherwise provided in this agreement. No party shall have any claim against the other party for reimbursement of such costs, unless said costs are attributable to enforcing compliance under this agreement or seeking redress from the other party's default under this agreement.
25. Demand for Assurances: In the event the Wayne County School has reason to believe Contractor will be unable to perform under the Contract, it may make a demand for reasonable assurances that Contractor will be able to timely perform all obligations under the Contract. If Contractor is unable to provide such adequate assurances, then such failure shall be an event of default and grounds for termination of the Contract.
26. Notification: The School district will provide ten (10) calendar days written notice of default. Unless arrangements are made to correct the non-performance issues to the school district's satisfaction within ten (10) calendar days, the Wayne County School District may terminate the contract by giving thirty (30) days' notices, by registered or certified mail, of its intent to cancel this contract.
27. Attorney's Fees: In the event that either party deems it necessary to take legal action to enforce any provision of the contract, and in the event the school district prevails, the Contractor agrees to pay all expenses of such action, including attorney's fees and costs at all stages of litigation.

28. Compensable Damages for Breach Remedies: The Contractor agrees that the following items shall be included as compensable damages for any breach of a contract with the School district.

- Replacement costs.
- Cost of repeating the competitive bidding procedure expenses.
- Expenses incurred as the result of delay in obtaining replacements.
- The enumeration of compensable damage contained in this section is not intended to be exclusive and will not operate to bar recovery by the school district for any other damages occasioned by the Contractor's breach of a contract. However, in cases where contract provides for liquidated damages, said liquidated damages shall be in lieu of all other damages, including those enumerated.

CERTIFICATION REGARDING LOBBYING:

29. The respondent certifies, to the best of his or her knowledge and belief, that: 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 an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
30. 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.
31. The respondent shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.
32. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. The Contractor will comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) and the New Restrictions on Lobbying and has signed and attached to this agreement the Certificate Regarding Lobbying and, if applicable, the Disclosure of Lobbying Activities (Forms SF-LLL) and annually will sign and submit a certificate, if applicable, Form SF-LLL to KEDC.

CONTRACT AGREEMENT

Note: Complete this section in INK or electronically. Cross out and initial any corrections, as necessary. DO NOT ERASE.

NAME OF ORGANIZATION:

NAME OF SIGNING OFFICIAL:

CONTACT PHONE: _____ EMAIL: _____

PROPOSAL SUBMITTAL DATE: _____

Description (described in the Specifications)	Annual Cost
Sanitation/Cleaning System	
Glove Program	
Laundry Care	

Costing of the Program:

The price quoted shall be for delivery of the specified Sanitation System on a Set Annual Cost basis. Monthly service billings shall be based on the annual cost divided by ten and billed in equal installments from date of award.

Prices quoted are to be F.O.B. delivered to any and all locations of the Wayne County School District.

Quotations should not include city, state sales and federal excise tax. Prices are for one-year contract as designated below. The option of extending for five (5) one (1) year contracts under the same conditions is available providing The Board and Vendor agree.

Contract Period: Beginning July 1, 2025 and ending June 30, 2026

Bid Details and Specifications

Product & Equipment Specifications

Cleaning Product/Materials Specifications

The vendor shall provide the following detergents and hand care products as specified below.

Foaming Liquid Hand Soap:

Product must be an anti-microbial hand cleaner with strong washing power and good skin compatibility. Must clean all light dirt without the use of scrubbers and solvents. Product must prevent excessive swelling of the skin. Must maintain the skin's natural protective acid mantle, which serves to protect it from bacterial or fungal infection. Must be a clear viscous liquid; density (at 20°C) approximate 1.03 g/ cm³; pH 6 to 8. Must be packaged in ready to use containers that are used in conjunction with a dispenser or be able to be poured into a dispenser. Product shall be unscented or lightly scented. **Go-Jo Luxury Foaming Hand Soap or equal.**

All Purpose Cleaner (For floor cleaning and spray applications):

To be used with manual and/or machine cleaning methods. To be low sudsing, easy to rinse detergent. Product to be biodegradable. Product shall make a clear, soluble solution that leaves no film or residue and shall not stain or discolor when used at recommended proportions. Must dilute in hard or soft water. Chemical composition: concentrated liquid blend of organic detergents, solvents, water conditioners and alkaline builders. Pleasant scent. Approximate PH: 9.8 ± .3 in solution. Must be portion packed in easy-to-handle packaging. **SFSPac5 or equal. Green Seal approved.**

Multi-Purpose Degreaser (For degreasing floors and spray applications):

To be used for heavy duty cleaning, degreasing of floors, food service equipment and other difficult to clean surfaces. Product to be biodegradable and must dilute in hard or soft water. Chemical composition: Blend of mixed liquid quaternary ammonium chlorides. Approximate PH: 7.2 ± .3 in solution. Must be portion packed in easy-to-handle packaging. **SFSPac30 or equal.**

Pot and Pan Detergent:

Multi-purpose compound for medium, soft or hard water that shall cut grease and clean pots and pans. A pre-measured liquid compound is required. The compound should not cause irritation to hands. Product shall demonstrate excellent grease cutting ability, removal of excess cooked on foods and have sustaining sudsing ability. Product must have pleasant fragrance. Must be portion packed in easy-to-handle packaging. **SFSPac 15 or equal. Green Seal approved.**

Sanitizer (Quaternary Solution – no chlorine):

Concentrated liquid blend of quaternary ammonium compounds. Must be EPA registered. Product to be biodegradable and must dilute in hard or soft water. Provide active quaternary
BID 6-04FS: Sanitation Services & Cleaning Supplies Program Page 17 sanitizer equivalent to 50-

ppm available chlorine. Chemical composition: Blend of mixed liquid quaternary ammonium chlorides. Approximate PH: $7.2 \pm .4$ in solution. Must be portion packed in easy-to-handle packaging. **SFSPac17 or equal.**

Germicidal Detergent (For Cleaning and Disinfecting):

To be concentrated liquid quaternary ammonium compound or equally effective compound to provide a broad spectrum of effectiveness against a variety of gram positive and gram-negative organisms including antibiotic resistant staphylococcus. Cleans all surfaces including those that are resilient. Gets rid odors by removing odor forming bacteria. Leaves no masking or cover up odor. Must be biodegradable and equal to EPA registration No. 8722-1, USDA list Category D-1. Product shall make a clear, soluble solution that shall leave no film or residue and shall not stain or discolor when used at recommended proportions. Must be portion packed in easy-to-handle packaging. **SFSPac20 or equal.**

Protective Barrier Cream:

Product to be a water repellent protective cream for the skin for use against aqueous media such as cleaning and disinfectant agents, acids, alkalis and water mixed oils. Slightly or unscented, fatty, silicone free cream of the water in oil emulsion type. Product to be packed in individual portion packets or easy to use tubes. **Durapro or equal.**

The above listed products are to be packaged as indicated. Product should be easily opened and package labeling must exhibit clear directions in English and Spanish. Specific proportions must be listed regarding the product mixing with water under normal usage. Products must dilute instantly in hot or cold water, soft or hard water. Products shall make a solution that leaves no film or residue and shall not stain or discolor equipment when used in the recommended use and proportions. All products shall have a neutral or non-toxic odor. Products must be biodegradable, non-toxic and safe for use around food service preparation, serving, storage and dining areas.

High Temp Dish Detergent:

Aluminum-safe metal cleaning detergent capsule especially formulated for commercial food service operations to emulsify heavily-soiled dishes. Packaged in 1 Gallon Easy to Use Containers. **Smart Systems Envirowash or equal.**

High Temp Rinse Additive for Use in Rinse Injections:

Reduces surface tension causing water droplets to form a continuous water film that sheets off leaving a spot and streak free surface. Packaged in 1 Gallon Easy to Use Containers.

Lime Scale Remover:

Removes lime, food film and scale from stainless steel, aluminum, ceramic, glass and plastic surfaces and equipment in food processing operations. Packaged in 1 Gallon Easy to Use Containers. **Smart Systems Cling De-Limer or equal**

Detergents must dilute instantly in hot or cold, hard or soft water. Products shall make an effective cleaning solution, which leaves no film or residue, and shall not stain or discolor equipment when used at recommended proportions. Additionally, vendors shall provide a Rinse Additive that shall allow dishes and trays to dry faster and eliminate potential bacteria buildup from storing wet dishes or towel drying.

Disposable Gloves:

Vendor shall provide a complete disposable glove program based on the needs of the district. Gloves provided shall include disposable powder-free vinyl gloves which are to be free of latex and proteins to which some users may be sensitive. Multiple sizes shall be provided. Disposable Cast Polyethylene Gloves shall be 100% latex free and be rated for food processing as well. Gloves are to be made with component materials that meet USDA and FFDCa standards (21 CFR for use in Food Processing). As part of the program all staff will receive on-site training related to proper use of disposable gloves. Training to include review of FDA code application related to disposable glove use, change frequency, cross contamination prevention, hand washing, and other topics related to proper glove use and “best practices”. **Tradex or equal.**

Enzyme Drain Maintenance:

An enzyme dispenser that will provide the proper dose of enzymes on a timely basis. Contains a compound formulated to digest organic matter. The result is that the organic wastes consumed are no longer present to produce clogging of drains, odors, pollution or an unsightly mess.

Laundry Detergent:

Tide or pre-approved equal. Additional product of bleach alternative for whitening kitchen towels

Product Yield and Cost

Vendor must identify the unit of measure (i.e. ounce, tablespoon, etc.) required to run one cycle of the machine.

Submit cost per unit of measure of concentrate.

Any product which doesn't require dilution shall be priced as a cost per ounce.

Service Specifications

- 1. Equipment shall be provided at no cost including but not limited to, self-dispensing equipment and automatic electronic programmable dispensing equipment compatible with the end user's ware washing machines in 5 different school sites**
 - 2. Monthly service visits made per school site; Copies of the reports/invoice will be submitted to food service manager for their signature**
 - 3. Response to service calls must be within 24 hours**
 - 4. Service must be provided Monday-Friday 6 a.m. to 2 p.m.**
 - 5. Emergency service shall include provision of any repairs, parts labor necessary for the dispensing equipment**
 - 6. In addition to emergency service calls, monthly visits are required. Vendor shall provide a complete listing of the tasks which will be performed on a typical monthly visit.**
 - 7. Safety Data Sheets will provided on all products.**
 - 8. Periodic testing of dispensing systems for proper dilution rates must be performed.**
 - 9. Awarded vendor shall ensure all bottles, containers; dispensing equipment has OSHA compliant labeling.**
 - 10. Initial and on-going site-based sanitation and safety in service training.**
 - 11. All charts, posters, and instructional materials, included in English and Spanish.**
 - 12. Awarded vendor shall agree to a 5-day re-supply need to any location.**
-
- A successful bidder must have a proven (or believable) record of service, particularly with respect to product quality and delivering all items on a regularly scheduled basis, at favorable prices. A distributor may be designated as unacceptable if the requirements listed herein have been previously violated and / or poor communications exist between the seller and the school district.**

RFP Evaluation Criteria:

The award of a Ware washing Chemicals and Service agreement will be based upon a comprehensive review, analysis and negotiation of the proposal, which best meets the needs of the School District. The contract award will be based on a points-earned matrix derived from a technical and financial evaluation.

The award shall be made to the most responsive bidder offering the best value and with the highest total matrix scores as determined by the School District. All vendors submitting proposals concur with this method of award and will not, under any circumstances or in any manner, dispute any award made using this method.

All proposals will be evaluated using the specific evaluation criteria listed below. The importance given to each element is represented proportionately by the respective weight assignments. Proposals will be evaluated as to the vendor's response to the following criteria:

1. Price (30 points maximum) Total program costs
2. Product Quality (30 points maximum) Method of dispensing/packaging; product effectiveness
3. Services (20 points maximum) Training /on-site services
4. References (15 points maximum) Quality of references and contacts
5. Green Factor (5 points maximum) Sustainability and Environmentally Friendly

Total Maximum Points Available: 100

Score of bid may requested in writing to casey.holt@wayne.kyschools.us.

USDA Nondiscrimination Statement

In accordance with federal civil rights 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), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete the **USDA Program Discrimination Complaint Online Form** (AD-3027) found online at **How to file a Complaint**, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: **Submit your completed form or letter to USDA by:**(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

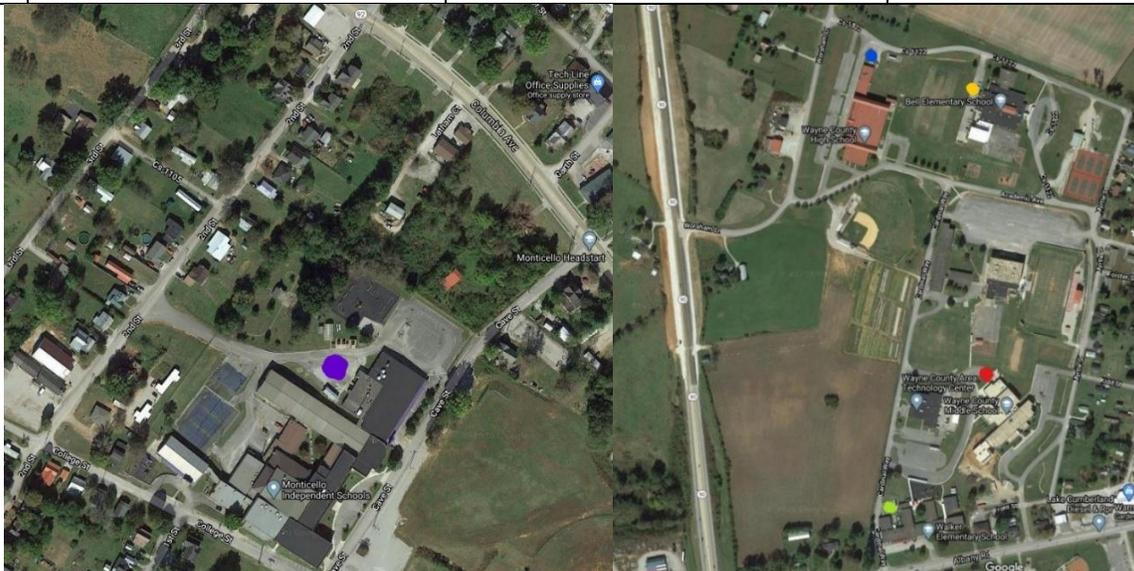
(2) fax: (833) 256-1665 or (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Attachment A

Breakdown by school

	School	School Address	Daily Meals
	Walker Early Learning Center	1080 South Main St. Monticello, KY 42633	371
	Bell Elementary School	278 Kenny Davis Blvd. Monticello, KY 42633	437
	Monticello Elementary	161 College St. Monticello, KY 42633	649
	Wayne County Middle School	95 Champion Dr. Monticello, KY 42633	639
	Wayne County High School	2 Kenny Davis Blvd. Monticello, KY 42633	917
	5 Sites	Total	3013



Attachment B

References

Proposals should include three references whereby your company is currently providing Ware-washing Chemicals and Service and of a type proposing for the Wayne County Schools. Please include name, email address and telephone number of a contact person of each reference.

Reference #1 _____
Company _____ Phone Number _____

Contact/ Title _____ Email _____
Length of relationship with vendor _____

Reference #2 _____
Company _____ Phone Number _____

Contact/ Title _____ Email _____
Length of relationship with vendor _____

Reference #3 _____
Company _____ Phone Number _____

Contact/ Title _____ Email _____
Length of relationship with vendor _____



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

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 CFR §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not 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 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal or civil fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

A. The prospective lower tier participant 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;

B. 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.

ORGANIZATION NAME	PR/AWARD NUMBER OR PROJECT NAME
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)	
SIGNATURE	DATE

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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.