

Meeting Date
May 12, 2015



AGENDA	
Section	CONSENT
Item No.	II.B.1

**AGENDA REPORT**  
**BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS**

SUBJECT:	Agreement with the School Board of Brevard County; Re: Summer Food Service Program – All Districts
DEPT/OFFICE:	Parks and Recreation Department

Requested Action:

It is requested the Board of County Commissioners authorize the Chairman to execute an agreement with the School Board of Brevard County to provide summer food service at several summer camp sites, in accordance with the Sponsor agreement between the Board of County Commissioners and the Florida Department of Agriculture and Consumer Services Division of Food, Nutrition and Wellness.

Summary Explanation & Background:

The Summer Food Services Program provides meals to children under the age of 18 during Parks and Recreation's summer programs based on the guidelines established by the Florida Department of Agriculture and Consumer Services Division of Food, Nutrition and Wellness (FDACS). Brevard County Parks and Recreation has participated in this program since 1992.

In 2014, the program supplied over 44,500 free breakfasts and lunches to children at 13 sites throughout the County. In 2015, the program will continue to offer breakfast and lunch at 13 Parks and Recreation facilities, located from Micco to Mims.

On September 17, 2013, the Board of County Commissioners approved the solicitation and subsequent award of bids for this service as part of the Agenda to issue Annual Supply Bids, Proposals, and Requests for Qualifications. The bid has a historically low vendor response (only one vendor has bid for the past 7 years) because the vendors must be vetted and approved by FDACS. As part of the solicitation process, FDACS highly encourages Sponsor agencies to contact their local School Boards to assess their interest in providing summer food services before soliciting the private sector via formal bid requests. In 2014 the School Board agreed to offer breakfast as part of the County's FDACS summer food program negating the need to go out for formal solicitations and has indicated their desire to continue this partnership in 2015.

In accordance with the reimbursement cap established by the FDACS, the School Board lunch rate is \$3.30 and the breakfast rate is \$1.89. Parks and Recreation estimates this summer 23,250 lunches and 18,750 breakfasts will be provided and as a result the value of this contract will exceed \$100,000.

**FISCAL IMPACT:**

FY 14/15 – Approval of this action will result in additional revenue of \$0.1475 per breakfast meal served and \$0.2875 per lunch meal served.

FY 15/16- No Fiscal Impact.

Clerk to the Board instruction: Execute three (3) original agreements. Forward three (3) originals to Central Area Parks Operations at Mail Stop # 59 for further processing by the State.

Exhibits Attached: Agreement to Furnish Food Service for the Summer Food Program; Site List with Meals Served Forecast; Proposed Summer Food Service Lunch Menu; Guidelines for Agreements to Furnish Summer Food Service Program.

Contract /Agreement (If attached):		Reviewed by County Attorney	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	PR	<input type="checkbox"/>
County Manager		Assistant County Manager			Jack Masson, Parks & Recreation Department Director <a href="mailto:Jack.masson@brevardparks.com">Jack.masson@brevardparks.com</a> ; 633-2046			
Stockton Whitten		Venetta Valdengo						



Tammy Etheridge, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001  
Fax: (321) 264-6972

May 13, 2015

MEMORANDUM

TO: Jack Masson, Parks and Recreation Director

RE: Item II.B.1., Agreement with School Board of Brevard County for Summer Food Service Program

The Board of County Commissioners, in regular session on May 12, 2015, executed Agreement with the School Board of Brevard County to provide summer food service at several summer camp sites, in accordance with the Sponsor Agreement between the County and Florida Department of Agriculture and Consumer Services Division of Food, Nutrition, and Wellness. Enclosed are three executed copies of the Agreement.

**Upon execution by the School Board of Brevard County, please return a fully-executed copy of the Agreement to this office for inclusion in the official minutes.**

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

*Tammy Etheridge*

Tammy Etheridge, Deputy Clerk

Encls. (3)

cc: Contracts Administration  
Finance  
Budget



ADAM H. PUTNAM  
COMMISSIONER

Florida Department of Agriculture and Consumer Services  
Division of Food, Nutrition and Wellness

**AGREEMENT TO FURNISH FOOD SERVICE  
FOR THE SUMMER FOOD SERVICE PROGRAM**

THIS AGREEMENT is made and entered into between School Board of Brevard County  
(School Food Authority)  
and Brevard County Parks and Recreation  
(Sponsor)

WHEREAS the School Board of Brevard County  
(School Food Authority) agrees to supply unitized meals  
(inclusive/exclusive) of milk and juice to Brevard County Parks and Recreation  
(Sponsor) location sites  
listed on the attached form with and for the rates herein listed:

Breakfast ..... \$ 1.89 each      Lunch ..... \$ 3.30 each

It is further agreed that School Board of Brevard County  
(School Food Authority), pursuant to the provisions of the  
Summer Food Service Program regulations, attached copy of which is part of this agreement, will assure that  
said meals meet the minimum meal pattern requirements as to components and portion sizes, and will maintain  
full and accurate records that Brevard County Parks and Recreation  
(Sponsor) will need to meet its responsibility  
including menu records containing the amount of food prepared and daily number of meals delivered by type.

These records must be reported to the Brevard County Parks and Recreation  
(Sponsor) promptly at the end of  
the month. School Board of Brevard County  
(School Food Authority) agrees also to retain records required under the preceding  
clause for a period of 3 years from the date of receipt of final payment under this agreement (or longer, if an  
audit is in progress); and upon request, to make all accounts and records pertaining to the Program available to  
representatives of the U.S. Department of Agriculture and the General Accounting Office for audit or  
administrative review at a reasonable time and place.

This agreement shall be effective as of May 12, 2015. It may be terminated by notice in writing given  
(Mo/Day/Year)  
by either party hereto to the other, at least 30 days prior to the date of termination.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the dates indicated below:

Signature of School Food Authority Official

Director, Food and Nutrition Services      5/20/2015  
Title      Date

Sponsor:

BOARD OF COUNTY COMMISSIONERS  
BREVARD COUNTY, FLORIDA


  
\_\_\_\_\_  
Robin Fisher, Chairman

As approved by the Board on May 12, 2015

Reviewed for Form and Content:

  
\_\_\_\_\_  
Matt Soss, Assistant County Attorney

ATTEST:

  
\_\_\_\_\_  
Scott Ellis, Clerk

**U.S. DEPARTMENT OF AGRICULTURE – FOOD AND NUTRITION SERVICE**

**SITE INFORMATION LIST  
SUMMER FOOD SERVICE PROGRAM**

SPONSOR NAME <b>Brevard County Parks &amp; Recreation</b>		ADDRESS <b>840 Forrest Avenue, Cocoa FL 32922</b>			CONTRACT PERSON/PHONE # <b>Chris Allison/Shawn Turner 321-633-1874</b>		
SITE NAME ADDRESS PHONE	BEGIN DATE (1)	END DATE (2)	TOTAL DAYS OP. (3)	MEAL TYPE (4)	AVERAGE MEALS/DAY (5)	TOTAL MEALS (6)	DELIVERY TIME FOR EACH MEAL TYPE (7)
Cuyler Park Center 2329 Harry T. Moore Ave. Mims, FL 32754 321-264-5045	June 2, 2015	August 11, 2015	50	BREAKFAST	30	1500	7:00 AM
				AM SUPPLEMENT	_____	_____	_____
				LUNCH	35	1750	10:00 AM
				PM SUPPLEMENT	_____	_____	_____
				SUPPER	_____	_____	_____
REFRIG ALL MEALS							
YES							
<input checked="" type="checkbox"/>							
Isaac Campbell Center 701 South Street Titusville, FL 32780 321-264-5040	June 2, 2015	August 11, 2015	50	BREAKFAST	50	2500	7:00 AM
				AM SUPPLEMENT	_____	_____	_____
				LUNCH	55	2750	10:00 AM
				PM SUPPLEMENT	_____	_____	_____
				SUPPER	_____	_____	_____
REFRIG ALL MEALS							
YES							
<input checked="" type="checkbox"/>							
Sandrift Center 585 North Singleton Ave. Titusville, FL 32196 321-264-5037	June 2, 2015	August 11, 2015	50	BREAKFAST	20	1000	7:00 AM
				AM SUPPLEMENT	_____	_____	_____
				LUNCH	25	1250	10:00 AM
				PM SUPPLEMENT	_____	_____	_____
				SUPPER	_____	_____	_____
REFRIG ALL MEALS							
YES							
<input checked="" type="checkbox"/>							
Port St. John Center 6650 Corto Road Port St. John, FL 32927 321-633-1904	June 2, 2015	August 11, 2015	50	BREAKFAST	60	3000	7:00 AM
				AM SUPPLEMENT	_____	_____	_____
				LUNCH	60	3000	10:00 AM
				PM SUPPLEMENT	_____	_____	_____
				SUPPER	_____	_____	_____
REFRIG ALL MEALS							
YES							
<input checked="" type="checkbox"/>							
Walter Butler Center 4201 N. Cocoa Blvd. Cocoa, FL 32927 321-433-4448	June 2, 2015	August 11, 2015	50	BREAKFAST	25	1250	7:00 AM
				AM SUPPLEMENT	_____	_____	_____
				LUNCH	30	1500	10:00 AM
				PM SUPPLEMENT	_____	_____	_____
				SUPPER	_____	_____	_____
REFRIG ALL MEALS							
YES	NO						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						

**U.S. DEPARTMENT OF AGRICULTURE – FOOD AND NUTRITION SERVICE**

**SITE INFORMATION LIST  
SUMMER FOOD SERVICE PROGRAM**

SPONSOR NAME <b>Brevard County Parks &amp; Recreation</b>		ADDRESS <b>840 Forrest Avenue, Cocoa FL 32922</b>			CONTRACT PERSON/PHONE # <b>Chris Allison/Shawn Turner 321-633-1874</b>		
SITE NAME ADDRESS PHONE	BEGIN DATE (1)	END DATE (2)	TOTAL DAYS OP. (3)	MEAL TYPE (4)	AVERAGE MEALS/DAY (5)	TOTAL MEALS (6)	DELIVERY TIME FOR EACH MEAL TYPE (7)
Travis Park Center 2001 Michigan Ave. Cocoa, FL 32922 321-633-1871	June 2, 2015	August 11, 2015	50	BREAKFAST	20	1000	7:00 AM
				AM SUPPLEMENT	_____	_____	_____
				LUNCH	30	1500	10:00 AM
				PM SUPPLEMENT	_____	_____	_____
				SUPPER	_____	_____	_____
REFRIG ALL MEALS							
YES							
<input checked="" type="checkbox"/>							
Cocoa West Center 230 S. Burnett Road Cocoa, FL 32926 321-633-1987	June 2, 2015	August 11, 2015	50	BREAKFAST	20	1000	_____
				AM SUPPLEMENT	_____	_____	_____
				LUNCH	30	1500	10:00 AM
				PM SUPPLEMENT	_____	_____	_____
				SUPPER	_____	_____	_____
REFRIG ALL MEALS							
YES							
<input checked="" type="checkbox"/>							
Joe Lee Smith Center 419 Washington Street Cocoa, FL 32922 321-633-1872	June 2, 2015	August 11, 2015	50	BREAKFAST	15	750	7:00 AM
				AM SUPPLEMENT	_____	_____	_____
				LUNCH	25	1250	10:00 AM
				PM SUPPLEMENT	_____	_____	_____
				SUPPER	_____	_____	_____
REFRIG ALL MEALS							
YES							
<input checked="" type="checkbox"/>							
McLarty Park Center 790 Barton Blvd. Rockledge, FL 32955 321-633-1870	June 2, 2015	August 11, 2015	50	BREAKFAST	30	1500	7:00 AM
				AM SUPPLEMENT	_____	_____	_____
				LUNCH	35	1750	10:00 AM
				PM SUPPLEMENT	_____	_____	_____
				SUPPER	_____	_____	_____
REFRIG ALL MEALS							
YES							
<input checked="" type="checkbox"/>							
Woody Simpson Center 1590 Schoolhouse Street Merritt Island, FL 32953 321-455-1379	June 2, 2015	August 11, 2015	50	BREAKFAST	15	750	7:00 AM
				AM SUPPLEMENT	_____	_____	_____
				LUNCH	30	1500	10:00 AM
				PM SUPPLEMENT	_____	_____	_____
				SUPPER	_____	_____	_____
REFRIG ALL MEALS							
YES	NO						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						

**U.S. DEPARTMENT OF AGRICULTURE – FOOD AND NUTRITION SERVICE**

**SITE INFORMATION LIST  
SUMMER FOOD SERVICE PROGRAM**

SPONSOR NAME <b>Brevard County Parks &amp; Recreation</b>		ADDRESS <b>840 Forrest Avenue, Cocoa FL 32922</b>			CONTRACT PERSON/PHONE # <b>Chris Allison/Shawn Turner 321-633-1874</b>		
SITE NAME ADDRESS PHONE	BEGIN DATE (1)	END DATE (2)	TOTAL DAYS OP. (3)	MEAL TYPE (4)	AVERAGE MEALS/DAY (5)	TOTAL MEALS (6)	DELIVERY TIME FOR EACH MEAL TYPE (7)
Max K Rodes Center 3410 Flanagan Ave. West Melbourne, FL 32904 321-952-3215	June 2, 2015	August 11, 2015	50	BREAKFAST	30	1500	7:00 AM
				AM SUPPLEMENT	_____	_____	_____
				LUNCH	45	2250	10:00 AM
				PM SUPPLEMENT	_____	_____	_____
				SUPPER	_____	_____	_____
REFRIG ALL MEALS							
YES							
<input checked="" type="checkbox"/>							
Palm Bay Regional Center 1951 Malabar Road Palm Bay, FL 32950 321-952-3231	June 2, 2015	August 11, 2015	50	BREAKFAST	45	2250	7:00 AM
				AM SUPPLEMENT	_____	_____	_____
				LUNCH	45	2250	10:00 AM
				PM SUPPLEMENT	_____	_____	_____
				SUPPER	_____	_____	_____
REFRIG ALL MEALS							
YES							
<input checked="" type="checkbox"/>							
South Mainland Center 3700 Allen Avenue Micco, FL 32976 772-663-8748	June 2, 2015	August 11, 2015	50	BREAKFAST	15	750	7:00 AM
				AM SUPPLEMENT	_____	_____	_____
				LUNCH	20	1000	10:00 AM
				PM SUPPLEMENT	_____	_____	_____
				SUPPER	_____	_____	_____
REFRIG ALL MEALS							
YES	NO						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						

# Summer Food Service Program

## Breakfast & Lunch Menu

### Parks & Recreation

# JUNE 2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>1</p> <p>WG Cinnamon Toast Crunch WG Chocolate Belly Bears Raisins White Milk</p>	<p>2</p> <p>WG Trix WG Vanilla Dots ½ cup Applesauce Cup White Milk</p>	<p>3</p> <p>WG Honey Nut Cheerios WG Scooby Doo Graham Sticks Cherry Craisins White Milk</p>	<p>4</p> <p>WG Cocoa Puffs WG Cinnamon Goldfish Graham Fresh Apple White Milk</p>	<p>5</p> <p>WG Fruity Cheerios WG Maple Brown Sugar Granola Bar Lemon Raisels White Milk</p>
<p>8</p> <p>Turkey &amp; Cheese Flatbread (WG) ¼ cup Carrot &amp; Celery Sticks w/ Ranch Strawberry Craisins White Milk</p>	<p>9</p> <p>Chicken Wrap (WG) ¼ cup Celery Sticks w/ Ranch Raisins White Milk</p>	<p>10</p> <p>Ham &amp; Cheese Sub (WG) ¼ cup Broccoli w/Ranch Dressing ½ cup Strawberry Cup White Milk</p>	<p>11</p> <p>PBJ Jamwich w/String Cheese 1 cup Side Salad w/Ranch Cherry Craisins White Milk</p>	<p>12</p> <p>Turkey, Ham &amp; Cheese Sandwich (WG) ¼ cup Carrot Sticks w/Ranch ½ cup Applesauce Cup White Milk</p>
<p>15</p> <p>Turkey &amp; Cheese Sandwich (WG) ¼ cup Fresh Broccoli w/Ranch Fresh Apple White Milk</p>	<p>16</p> <p>Italian Sub (WG) ¼ cup Carrot &amp; Celery Sticks w/ Ranch Orange Raisels White Milk</p>	<p>17</p> <p>PBJ Jamwich w/String Cheese 1 cup Side Salad w/Ranch ½ cup Applesauce Cup White Milk</p>	<p>18</p> <p>Chicken Wrap (WG) ¼ cup Carrot Sticks w/Ranch Raisins White Milk</p>	<p>19</p> <p>Ham &amp; Cheese Flatbread (WG) ¼ cup Celery Sticks w/Ranch ½ cup Strawberry Cup White Milk</p>
<p>22</p> <p>Turkey &amp; Cheese Flatbread (WG) ¼ cup Carrot &amp; Celery Sticks w/ Ranch Strawberry Craisins White Milk</p>	<p>23</p> <p>Chicken Wrap (WG) ¼ cup Celery Sticks w/ Ranch Raisins White Milk</p>	<p>24</p> <p>Ham &amp; Cheese Sub (WG) ¼ cup Broccoli w/Ranch Dressing ½ cup Strawberry Cup White Milk</p>	<p>25</p> <p>PBJ Jamwich w/String Cheese 1 cup Side Salad w/Ranch Cherry Craisins White Milk</p>	<p>26</p> <p>Turkey, Ham &amp; Cheese Sandwich (WG) ¼ cup Carrot Sticks w/Ranch ½ cup Applesauce Cup White Milk</p>
<p>29</p> <p>Turkey &amp; Cheese Sandwich (WG) ¼ cup Fresh Broccoli w/Ranch Fresh Apple White Milk</p>	<p>30</p> <p>Italian Sub (WG) ¼ cup Carrot &amp; Celery Sticks w/ Ranch Orange Raisels White Milk</p>			

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# JULY 2015

## Summer Food Service Program Breakfast & Lunch Menu Parks & Recreation

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>WG Cinnamon Toast Crunch</b> <b>WG Chocolate Belly Bears</b> Raisins White Milk	<b>WG Trix</b> <b>WG Vanilla Dots</b> ½ cup Applesauce Cup White Milk	<b>WG Honey Nut Cheerios</b> <b>WG Scooby Doo Graham Sticks</b> Cherry Craisins White Milk	<b>WG Cocoa Puffs</b> <b>WG Cinnamon Goldfish</b> Graham Fresh Apple White Milk	<b>WG Fruity Cheerios</b> <b>WG Maple Brown Sugar Granola Bar</b> Lemon Raisels White Milk
		<b>1</b> <b>PBJ Jamwich w/String Cheese</b> 1 cup Side Salad w/Ranch ½ cup Applesauce Cup White Milk	<b>2</b> <b>Chicken Wrap (WG)</b> ¼ cup Carrot Sticks w/Ranch Raisins White Milk	<b>3</b> <b>NO CAMP</b> <b>HAPPY 4<sup>th</sup> OF JULY</b>
<b>6</b> <b>Turkey &amp; Cheese Flatbread (WG)</b> ¼ cup Carrot & Celery Sticks w/ Ranch Strawberry Craisins White Milk	<b>7</b> <b>Chicken Wrap (WG)</b> ¼ cup Celery Sticks w/ Ranch Raisins White Milk	<b>8</b> <b>Ham &amp; Cheese Sub (WG)</b> ¼ cup Broccoli w/Ranch Dressing ½ cup Strawberry Cup White Milk	<b>9</b> <b>PBJ Jamwich w/String Cheese</b> 1 cup Side Salad w/Ranch Cherry Craisins White Milk	<b>10</b> <b>Turkey, Ham &amp; Cheese Sandwich (WG)</b> ¼ cup Carrot Sticks w/Ranch ½ cup Applesauce Cup White Milk
<b>13</b> <b>Turkey &amp; Cheese Sandwich (WG)</b> ¼ cup Fresh Broccoli w/Ranch Fresh Apple White Milk	<b>14</b> <b>Italian Sub (WG)</b> ¼ cup Carrot & Celery Sticks w/ Ranch Orange Raisels White Milk	<b>15</b> <b>PBJ Jamwich w/String Cheese</b> 1 cup Side Salad w/Ranch ½ cup Applesauce Cup White Milk	<b>16</b> <b>Chicken Wrap (WG)</b> ¼ cup Carrot Sticks w/Ranch Raisins White Milk	<b>17</b> <b>Ham &amp; Cheese Flatbread (WG)</b> ¼ cup Celery Sticks w/Ranch ½ cup Strawberry Cup White Milk
<b>20</b> <b>Turkey &amp; Cheese Flatbread (WG)</b> ¼ cup Carrot & Celery Sticks w/ Ranch Strawberry Craisins White Milk	<b>21</b> <b>Chicken Wrap (WG)</b> ¼ cup Celery Sticks w/ Ranch Raisins White Milk	<b>22</b> <b>Ham &amp; Cheese Sub (WG)</b> ¼ cup Broccoli w/Ranch Dressing ½ cup Strawberry Cup White Milk	<b>23</b> <b>PBJ Jamwich w/String Cheese</b> 1 cup Side Salad w/Ranch Cherry Craisins White Milk	<b>24</b> <b>Turkey, Ham &amp; Cheese Sandwich (WG)</b> ¼ cup Carrot Sticks w/Ranch ½ cup Applesauce Cup White Milk
<b>27</b> <b>Turkey &amp; Cheese Sandwich (WG)</b> ¼ cup Fresh Broccoli w/Ranch Fresh Apple White Milk	<b>28</b> <b>Italian Sub (WG)</b> ¼ cup Carrot & Celery Sticks w/ Ranch Orange Raisels White Milk	<b>29</b> <b>PBJ Jamwich w/String Cheese</b> 1 cup Side Salad w/Ranch ½ cup Applesauce Cup White Milk	<b>30</b> <b>Chicken Wrap (WG)</b> ¼ cup Carrot Sticks w/Ranch Raisins White Milk	<b>31</b> <b>Ham &amp; Cheese Flatbread (WG)</b> ¼ cup Celery Sticks w/Ranch ½ cup Strawberry Cup White Milk

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 \*USDA is an equal opportunity provider and employer.\*

# Summer Food Service Program Breakfast & Lunch Menu Parks & Recreation

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WG Cinnamon Toast Crunch WG Chocolate Belly Bears Raisins White Milk	WG Trix WG Vanilla Dots ½ cup Applesauce Cup White Milk	WG Honey Nut Cheerios WG Scooby Doo Graham Sticks Cherry Craisins White Milk	WG Cocoa Puffs WG Cinnamon Goldfish Graham Fresh Apple White Milk	WG Fruity Cheerios WG Maple Brown Sugar Granola Bar Lemon Raisels White Milk
3 Turkey & Cheese Flatbread (WG) ¼ cup Carrot & Celery Sticks w/ Ranch Strawberry/Craisins White Milk	4 Chicken Wrap (WG) ¼ cup Celery Sticks w/ Ranch Raisins White Milk	5 Ham & Cheese Sub (WG) ¼ cup Broccoli w/Ranch Dressing ½ cup Strawberry Cup White Milk	6 PBJ Jamwich w/String Cheese 1 cup Side Salad w/Ranch Cherry Craisins White Milk	7 Turkey, Ham & Cheese Sandwich (WG) ¼ cup Carrot Sticks w/Ranch ½ cup Applesauce Cup White Milk
10 Turkey & Cheese Sandwich (WG) ¼ cup Fresh Broccoli w/Ranch Fresh Apple White Milk	11 Italian Sub (WG) ¼ cup Carrot & Celery Sticks w/ Ranch Orange Raisels White Milk	12 <b>NO CAMP</b>	13 <b>NO CAMP</b>	14 <b>NO CAMP</b>

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## GUIDELINES FOR MEAL COMPONENTS

<b>Meat and Meat Alternates (M/MA)</b>	<ul style="list-style-type: none"> <li>● Meats must be USDA inspected.</li> <li>● All M/MA servings must be a 2 ounce portion.</li> <li>● Meat and cheese can be served in combination (1 ounce of meat and 1 ounce of cheese = 2 ounces total M/MA).</li> <li>● Yogurt may be served as a M/MA component.             <ul style="list-style-type: none"> <li>○ Breakfast and Snack - 4 oz. (weight) or ½ cup (volume) of plain, sweetened, or flavored yogurt to equal 1 ounce of the meat/meat alternate component.</li> <li>○ Lunch and Supper - 8 oz. (weight) or 1 cup (volume) yogurt to equal 2 ounces of the meat/meat alternates component.</li> </ul> </li> <li>● Do not use homemade yogurt, as it may present food safety dangers. Frozen yogurt or other yogurt-flavored snack products are not considered yogurt and therefore do not meet the requirements.</li> <li>● Cheese must be natural or processed to be creditable as a M/MA. Products labeled "imitation" cheese or cheese "product" are not creditable M/MA and should not be served as cheese. Cheese products labeled, cheese "food", cheese "spread", or cheese substitute are creditable, but 2 ounces of product must be used to achieve 1 ounce of M/MA.</li> <li>● Turkey ham or ham/turkey with water added do not yield ounce for ounce as a M/MA. It will take a 1.4 ounce portion of these products to achieve a 1 ounce M/MA credit.</li> <li>● Hot dogs and/or bologna should not contain: 1) meat or poultry byproducts; 2) cereals; 3) binders; or 4) extenders. One ounce of these items credits as 1 ounce M/MA.</li> <li>● Roast Turkey Breast (all white meat, no turkey roll) and must contain all white skeletal boneless turkey meat, no skin, and no ground or comminuted meat. Soy products cannot be used as binding; however, modified food starch or carrageen is acceptable.</li> </ul>
<b>Fruits and Vegetable (F/V)</b>	<ul style="list-style-type: none"> <li>● Two different fruits/vegetables must be served at lunch meals. It can be 2 fruits, 2 vegetables, or 1 of each. The total F/V serving must be a minimum of ¾ cup.</li> <li>● Canned Fruits.             <ul style="list-style-type: none"> <li>○ Fruits can be packed in fruit juice, water, light syrup, or natural juices.</li> <li>○ Must be US Grade B or greater.</li> <li>○ Portion may include a small amount of the juice that the item is packed in.</li> </ul> </li> <li>● Fruit Juices             <ul style="list-style-type: none"> <li>○ Only 100 percent strength juice is allowed.</li> <li>○ Reconstituted juice must be diluted according to the manufacturer's instructions to achieve a 100% juice strength.</li> <li>○ Should be packaged in leak proof containers</li> </ul> </li> <li>● Fruit-flavored drinks, ades, or punches that contain less than 50 percent strength juice are not acceptable.</li> <li>● Juice or syrup from canned fruit cannot be used as fruit juice.</li> <li>● Lettuce and tomato should be packaged separately from the sandwich.</li> <li>● Fresh fruit sizes must be a minimum of ½ cup in volume and should be ripe and ready to eat.</li> <li>● Pickles will not be counted as a F/V. They will only count as a condiment.</li> </ul>
<b>Grains and Breads (G/B)</b>	<ul style="list-style-type: none"> <li>● All items served as G/B components must comply to weight/volume standards accoring to the Grain/Bread Instruction.</li> <li>● Use grains/breads that are whole-grain or enriched, or made from whole-grain or enriched flour or meal. Read labels on commercial products to guide you when determining if the product is made of whole-grain or enriched grain products. Bran and germ are credited the same as whole-grain or enriched flour and/or meal.</li> <li>● Cold cereals must be whole-grain, enriched, or fortified. Individual cereal should be not less than ¾ cup of volume or loz. of weight (whichever is less).             <ul style="list-style-type: none"> <li>○ All cereals must be packed in individual leak-proof "bowl" shaped boxes.</li> <li>○ It is acceptable to serve both sweetened and unsweetened cereal varieties. However, sweetened cereals should contain less than 40 % of sucrose or other sugars by weight.</li> </ul> </li> <li>● General - All sandwiches must be made with whole grain or other enriched flour breads. Bread must be at least 4" by 4".</li> <li>● Hamburger Buns must be 3 1/2" in diameter.</li> <li>● Submarine/Hoagie Buns, must not be a hot dog bun and should be at least 4" in length.</li> </ul>
<b>Fluid Milk (Milk)</b>	<ul style="list-style-type: none"> <li>● Milk is to be served as a beverage. A portion of the breakfast milk can be used with cereal.</li> <li>● Fluid milk may be served as flavored or unflavored and should be a combination of 1% and 2% unflavored milk and 1% chocolate flavored milk.</li> <li>● Milk must be provided in an 8 ounce carton or pouch and must be maintained at 41° F or less at all times.</li> </ul>

**Summer Food Service Program (SFSP) Meal Patterns**

Food Components	Minimum Portion Sizes		
	Breakfast	Lunch or Supper	Supplement <sup>1</sup> (Choose two (2) of the four (4) components)
<p align="center"><u>Milk</u></p> <ul style="list-style-type: none"> <li>Milk, fluid</li> </ul>	1 cup (8 fl oz) <sup>2</sup>	1 cup (8 fl oz) <sup>3</sup>	1 cup (8 fl oz) <sup>2</sup>
<p align="center"><u>Vegetables and/or Fruits</u></p> <ul style="list-style-type: none"> <li>Vegetable(s) and/or fruit(s) OR</li> <li>Full-strength vegetable or fruit juice OR</li> <li>An equivalent quantity of any combination of vegetables(s), fruit(s), and juice</li> </ul>	<ul style="list-style-type: none"> <li>½ cup OR</li> <li>½ cup (4 fl oz) OR</li> <li>½ cup</li> </ul>	<ul style="list-style-type: none"> <li>¾ cup total<sup>4</sup> (of at least 2 different vegetables and/or fruits)</li> </ul>	<ul style="list-style-type: none"> <li>¾ cup OR</li> <li>¾ cup (6 fl oz) OR</li> <li>¾ cup</li> </ul>
<p align="center"><u>Grains and Breads</u><sup>5</sup></p> <ul style="list-style-type: none"> <li>Bread OR</li> <li>Combread, biscuits, rolls, muffins, etc. OR</li> <li>Cold dry cereal OR</li> <li>Cooked pasta or noodle product OR</li> <li>Cooked cereal or cereal grains OR</li> <li>An equivalent quantity of any combination of grains/breads</li> </ul>	<ul style="list-style-type: none"> <li>1 slice OR</li> <li>1 serving OR</li> <li>¾ cup or 1 oz<sup>6</sup> OR</li> <li>½ cup OR</li> <li>½ cup OR</li> <li>See Grains/Breads Instruction</li> </ul>	<ul style="list-style-type: none"> <li>1 slice OR</li> <li>1 serving OR</li> <li>¾ cup or 1 oz<sup>6</sup> OR</li> <li>½ cup OR</li> <li>½ cup OR</li> <li>See Grains/Breads Instruction</li> </ul>	<ul style="list-style-type: none"> <li>1 slice OR</li> <li>1 serving OR</li> <li>¾ cup or 1 oz<sup>6</sup> OR</li> <li>½ cup OR</li> <li>½ cup OR</li> <li>See Grains/Breads Instruction</li> </ul>
<p align="center"><u>Meat and Meat Alternates</u></p> <ul style="list-style-type: none"> <li>Lean meat or poultry or fish OR</li> <li>Cheese OR</li> <li>Eggs OR</li> <li>Alternate Protein Product<sup>7</sup> OR</li> <li>Cooked dry beans or peas OR</li> <li>Peanut butter or soy nut butter or other nut or seed butters OR</li> <li>Peanuts or soy nuts or tree nuts or seeds OR</li> <li>Yogurt, plain or sweetened/flavored OR</li> <li>An equivalent quantity of any combination of the above meat/meat alternates</li> </ul>	<p align="center"><b>(Optional at Breakfast)</b></p> <ul style="list-style-type: none"> <li>1 oz OR</li> <li>1 oz OR</li> <li>1/2 large egg OR</li> <li>1 oz OR</li> <li>¼ cup OR</li> <li>2 tbsp OR</li> <li>1 oz OR</li> <li>4 oz or ½ cup OR 1 oz</li> </ul>	<ul style="list-style-type: none"> <li>2 oz OR</li> <li>2 oz OR</li> <li>1 large egg OR</li> <li>2 oz OR</li> <li>½ cup OR</li> <li>4 tbsp OR</li> <li>1 oz = 50%<sup>8</sup> OR</li> <li>8 oz or 1 cup OR 2 oz</li> </ul>	<ul style="list-style-type: none"> <li>1 oz OR</li> <li>1 oz OR</li> <li>1/2 large egg OR</li> <li>1 oz OR</li> <li>¼ cup OR</li> <li>2 tbsp OR</li> <li>1 oz OR</li> <li>4 oz or ½ cup OR 1 oz</li> </ul>

**FOOTNOTES**

1	Serve two food items. Each food item must be from a different food component. Juice may not be served when milk is served as the only other component.
2	Shall be served as a beverage, or on cereal, or use part of it for each purpose.
3	Shall be served as a beverage.
4	Serve two or more kinds of vegetable(s) and/or fruit(s) or a combination of both. Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.
5	All grain/bread items must be enriched or whole-grain, made from enriched or whole-grain meal or flour, or if it is a cereal, the product must be whole-grain, enriched or fortified. Bran and germ are credited the same as enriched or whole-grain meal or flour.
6	Either volume (cup) or weight (ounce), whichever is less.
7	Must meet the requirements in Appendix A of the SFSP regulations.
8	No more than 50 percent of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. When determining combinations, 1 ounce of nuts or seeds is equal to 1 ounce of cooked lean meat, poultry, or fish.

## SUMMER FOOD SERVICE PROGRAM (SFSP) REGULATIONS

### 7 CFR § 225.6 State agency responsibilities

#### (h) *Monitoring of food service management company procurements.*

(1) The State agency shall ensure that sponsors' food service management company procurements are carried out in accordance with §§ 225.15(h) and 225.17 of this part.

(2) Each State agency shall develop a standard form of contract for use by sponsors in contracting with food service management companies. Sponsors which are public entities, sponsors with exclusive year-round contracts with a food service management company, and sponsors whose food service management company contract(s) do not exceed \$10,000 in aggregate value may use their existing or usual form of contract, provided that such form of contract has been submitted to and approved by the State agency. The standard contract developed by the State agency shall expressly and without exception provide that:

(i) All meals prepared by a food service management company shall be unitized, with or without milk or juice, unless the State agency has approved, pursuant to paragraph (h)(3) of this section, a request for exceptions to the unitizing requirement for certain components of a meal;

(ii) A food service management company entering into a contract with a sponsor under the Program shall not subcontract for the total meal, with or without milk, or for the assembly of the meal;

(iii) The sponsor shall provide to the food service management company a list of State agency approved food service sites, along with the approved level for the number of meals which may be claimed for reimbursement for each site, established under § 225.6(d)(2), and shall notify the food service management company of all sites which have been approved, cancelled, or terminated subsequent to the submission of the initial approved site list and of any changes in the approved level of meal service for a site. Such notification shall be provided within the time limits mutually agreed upon in the contract;

(iv) The food service management company shall maintain such records (supported by invoices, receipts, or other evidence) as the sponsor will need to meet its responsibilities under this part, and shall submit all required reports to the sponsor promptly at the end of each month, unless more frequent reports are required by the sponsor;

(v) The food service management company must have State or local health certification for the facility in which it proposes to prepare meals for use in the Program. It must ensure that health and sanitation requirements are met at all times. In addition, the food service management company must ensure that meals are inspected periodically to determine bacteria levels present in the meals and that the bacteria levels found to be present in the meals conform with the standards set by local health authorities. The results of the inspections must be submitted promptly to the sponsor and to the State agency.

(vi) The meals served under the contract shall conform to the cycle menus and meal quality standards and food specifications approved by the State agency and upon which the bid was based;

(vii) The books and records of the food service management company pertaining to the sponsor's food service operation shall be available for inspection and audit by representatives of the State agency, the Department and the U.S. Government Accountability Office at any reasonable time and place for a period of 3 years from the date of receipt of final payment under the contract, except that, if audit or investigation findings have not been resolved, such records shall be retained until all issues raised by the audit or investigation have been resolved;

(viii) The sponsor and the food service management company shall operate in accordance with current Program regulations;

(ix) The food service management company shall be paid by the sponsor for all meals delivered in accordance with the contract and this part. However, neither the Department nor the State agency assumes any liability for payment of differences between the number of meals delivered by the food service management company and the number of meals served by the sponsor that are eligible for reimbursement;

(x) Meals shall be delivered in accordance with a delivery schedule prescribed in the contract;

(xi) Increases and decreases in the number of meals ordered shall be made by the sponsor, as needed, within a prior notice period mutually agreed upon;(xii) All meals served under the Program shall meet the requirements of § 225.16;

(xiii) In cases of nonperformance or noncompliance on the part of the food service management company, the company shall pay the sponsor for any excess costs which the sponsor may incur by obtaining meals from another source;

(xiv) If the State agency requires the sponsor to establish a special account for the deposit of operating costs payments in accordance with the conditions set forth in § 225.6(f), the contract shall so specify;

(xv) The food service management company shall submit records of all costs incurred in the sponsor's food service operation in sufficient time to allow the sponsor to prepare and submit the claim for reimbursement to meet the 60-day submission deadline; and

(xvi) The food service management company shall comply with the appropriate bonding requirements, as set forth in § 225.15(h)(6) through (h)(8).

(3) All meals prepared by a food service management company shall be unitized, with or without milk or juice, unless the sponsor submits to the State agency a request for exceptions to the unitizing requirement for certain components of a meal. These requests shall be submitted to the State agency in writing in sufficient time for the State agency to respond prior to the sponsor's advertising for bids. The State agency shall notify the sponsor in writing of its determination in a timely manner.

(4) Each State agency shall have a representative present at all food service management company procurement bid openings when sponsors are expected to receive more than \$100,000 in Program payments.

(5) Copies of all contracts between sponsors and food service management companies, along with a certification of independent price determination, shall be submitted to the State agency prior to the beginning of Program operations. Sponsors shall also submit to the State agency copies of all bids received and their reason for selecting the food service management company chosen.

(6) All bids in an amount which exceeds the lowest bid shall be submitted to the State agency for approval before acceptance. All bids totaling \$100,000 or more shall be submitted to the State agency for approval before acceptance. State agencies shall respond to a request for approval of such bids within 5 working days of receipt.

(7) Failure by a sponsor to comply with the provisions of this paragraph or § 225.15(h)(1) shall be sufficient grounds for the State agency to terminate participation by the sponsor in accordance with § 225.18(b).

(i) *Meal pattern exceptions.* The State agency shall review and act upon requests for exceptions to the meal pattern in accordance with the guidelines and limitations set forth in § 225.16.

[54 FR 18208, Apr. 27, 1989, as amended at 55 FR 13467, Apr. 10, 1990; ; 64 FR 72484, Dec. 28, 1999; 64 FR 72896, Dec. 29, 1999; 72 FR 10895, Mar. 12, 2007; 76 FR 22798, Apr. 25, 2011]

## **7 CFR § 225.15      Management responsibilities**

(m) *Food service management companies.*

(1) Failure by a sponsor to comply with the provisions of this section shall be sufficient grounds for the State agency to terminate that sponsor's participation in accordance with § 225.18.

(2) Any sponsor may contract with a food service management company to manage the sponsor's food service operations and/or for the preparation of unitized meals with or without milk or juice. Exceptions to the unitizing requirement may only be made in accordance with the provisions set forth at § 225.6(h)(3).

(3) Any vended sponsor shall be responsible for ensuring that its food service operation is in conformity with its agreement with the State agency and with all the applicable provisions of this part.

(4) In addition to any applicable State or local laws governing bid procedures, and with the exceptions identified in this paragraph, each sponsor which contracts with a food service management company shall comply with the competitive bid procedures described in this paragraph. Sponsors which are schools or school food authorities and which have an exclusive contract with a food service management company for year-round service, and sponsors whose total contracts with food service management companies will not exceed \$10,000, shall not be required to comply with these procedures. These exceptions do not relieve the sponsor of the responsibility to ensure that competitive procurement procedures are followed in contracting with any food service management company. Each sponsor whose proposed contract is subject to the specific bid procedures set forth in this paragraph shall ensure, at a minimum, that:

(i) All proposed contracts are publicly announced at least once, not less than 14 calendar days prior to the opening of bids, and the announcement includes the time and place of the bid opening;

(ii) The bids are publicly opened;

(iii) The State agency is notified, at least 14 calendar days prior to the opening of the bids, of the time and place of the bid opening;

(iv) The invitation to bid does not specify a minimum price;

(v) The invitation to bid contains a cycle menu approved by the State agency upon which the bid is based;

(vi) The invitation to bid contains food specifications and meal quality standards approved by the State agency upon which the bid is based;

(vii) The invitation to bid does not specify special meal requirements to meet ethnic or religious needs unless such special requirements are necessary to meet the needs of the children to be served;

(viii) Neither the invitation to bid nor the contract provides for loans or any other monetary benefit or term or condition to be made to sponsors by food service management companies;

(ix) Nonfood items are excluded from the invitation to bid, except where such items are essential to the conduct of the food service;

(x) Copies of all contracts between sponsors and food service management companies, along with a certification of independent price determination, are submitted to the State agency prior to the beginning of Program operations;

(xi) Copies of all bids received are submitted to the State agency, along with the sponsor's reason for choosing the successful bidder; and

(xii) All bids in an amount which exceeds the lowest bid and all bids totaling \$100,000 or more are submitted to the State agency for approval before acceptance. State agencies shall respond to a request for approval of such bids within 5 working days of receipt.

(5) Each food service management company which submits a bid over \$100,000 shall obtain a bid bond in an amount not less than five (5) percent nor more than ten (10) percent, as determined by the sponsor, of the value of the contract for which the bid is made. A copy of the bid bond shall accompany each bid.

(6) Each food service management company which enters into a food service contract for over \$100,000 with a sponsor shall obtain a performance bond in an amount not less than ten (10) percent nor more than twenty-five (25) percent of the value of the contract, as determined by the State agency, of the value of the contract for which the bid is made. Any food service management company which enters into more than one contract with any one sponsor shall obtain a performance bond covering all contracts if the aggregate amount of the contracts exceeds \$100,000. Sponsors shall require the food service management company to furnish a copy of the performance bond within ten days of the awarding of the contract.

(7) Food service management companies shall obtain bid bonds and performance bonds only from surety companies listed in the current Department of the Treasury Circular 570. No sponsor or State agency shall allow food service management companies to post any "alternative" forms of bid or performance bonds, including but not limited to cash, certified checks, letters of credit, or escrow accounts.

(n) *Other responsibilities.* Sponsors shall comply with all of the meal service requirements set forth in § 225.16.

[54 FR 18208, Apr. 27, 1989, as amended at 55 FR 13470, Apr. 10, 1990; 61 FR 25553, May 22, 1996; 64 FR 72486, Dec. 28, 1999; 64 FR 72898, Dec. 29, 1999; 65 FR 82251, Dec. 28, 2000; 66 FR 2202, Jan. 11, 2001; 72 FR 10895, Mar. 12, 2007; 76 FR 22798, Apr. 25, 2011]

**BREVARD COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**INITIAL CONTRACT FORM**


**SECTION I**

The following information must be completed on all new contracts submitted to the Board.

<b>1. Contractor:</b> School Board of Brevard County	
<b>2. Fund/Account #:</b> 0016	<b>Division Name:</b> Central Area Parks and Recreation
<b>4. Contract Description:</b> Summer Food Services	
<b>5. Contract Monitor:</b> Shawn Turner/Chris Allison	<b>6. Mail Stop #:</b> 59
<b>7. Dept./Office Director:</b> Hector J. Lopez-Acevedo, Central Area Parks Operations Manager/ Jack Masson, Parks and Recreation Director	<b>8. Contract Type:</b>
<b>ACTION DATE:</b> 30 days from entry	<b>ACTION REQUIREMENT:</b> Need complete data

**SECTION II**

The following departments must approve all contracts submitted to the Board:

<u>COUNTY OFFICE</u>	<u>APPROVAL</u>		<u>INITIALS</u>	<u>DATE</u>
	<u>YES</u>	<u>NO</u>		
User Agency	<u>X</u>	_____	<u>HJLA/JM</u>	<u>04/17/2015</u>
Risk Management	<u>X</u>	_____	<u>JLJ</u> 	<u>04/21/2015</u>
County Attorney	_____	_____	_____	_____

If any office denies approval, the package will be returned immediately to the User Agency.

**NOTE:** This form should be attached to all new contracts being submitted to the Board for approval. After the contract has been approved, the contract package, including this form, will go to the Clerk to the Board. The Clerk's office will return the Initial Contract Form to department for contract to be entered into the Contract Management System. See AO-29 for additional information.

AO-29: EXHIBIT I

**BREVARD COUNTY  
BOARD OF COUNTY COMMISSIONERS**

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	<u>YES</u>	<u>NO</u>		
User Agency	<u>  X  </u>	<u>      </u>	<u>HJLA/JM</u>	<u>04/17/2015</u>
Risk Management	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>
County Attorney	<u>      </u>	<u>      </u>	<u>MDS</u>	<u>4/19/15</u>

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AO-29: EXHIBIT I