

Caldwell County Schools
Child Nutrition Department
1914 Hickory Blvd. SW, Lenoir, NC 28645

FORMS CHECKLIST (this forms checklist is included for your convenience. Please complete and return all of the attached forms):

- HUB Certification—Form A

- Debarment Suspension Certification --Form B

- Lunsford Act/Criminal Background –Form C

- Attachments---
 - Bid Specifications with pricing
 - No Response Form if Applicable

Caldwell County Schools
Historically Underutilized Business
(HUB) Certification

Bidding companies that have been certified by the North Carolina Department of Administration as Historically Underutilized Business (HUB) entities are encouraged to indicate their HUB status when responding to this Bid Invitation.

I certify that my company has been certified by the North Carolina Department of Administration as a Historically Underutilized Business (HUB), and I have attached a copy of our HUB Certification to this form. **(Required documentation for recognition as a HUB).**

- Minority
- Small Business
- Woman Owned

- My company has NOT been certified by North Carolina as a Historically Underutilized Business (HUB).

Basic American Foods

Company Name (Please Print)

Denise Leddi

Signature of Authorized Representative

FORM- B
RETURN THIS DOCUMENT

U.S. DEPARTMENT OF AGRICULTURE

**Certification Regarding Debarment, Suspension, and Other
Responsibility Matters - Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
 - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or Local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Basic American Foods

Company Name (Please Print)

Denise LeCl
Signature of Authorized Representative

Jan. 29, 2016
Date

FORM- C
RETURN THIS DOCUMENT

LUNSFORD ACT. The Vendor acknowledges that N.C. General Statute 14-208.18 prohibits anyone required to register as a sex offender under Article 27A of Chapter 14 of the General Statutes from knowingly being on the premises of any school. This prohibition applies to persons required to register under Article 27A who have committed any offense in Article 7A of Chapter 14 or any offense where the victim of the offense was under the age of 16 years at the time of the offense.

CRIMINAL BACKGROUND CHECKS. The Vendor shall conduct criminal background checks on each of its employees who, pursuant to this Agreement, engage in any services on (name of SFA) property or at (name of SFA) events. The Vendor shall provide documentation that criminal background checks were conducted on each of its employees prior to hiring, and shall refuse employment to any person convicted of a felony or any other crime, whether misdemeanor or felony, that indicates the person poses a threat to the physical safety of students, school personnel or others. Such check shall include an annual check of the State Sex Offender and Public Protection Registration Program, the State Sexually Violent Predator Registration Program, and the National Sex Offender Registry. Vendor shall not assign any employee or agent to provide services pursuant to this contract if (1) said worker appears on any of the listed registries; (2) said worker has been convicted of a felony; (3) said worker has been convicted of any crime, whether misdemeanor or felony, involving sex, violence, or drugs; or (4) said worker has engaged in any crime or conduct indicating that the worker may pose a threat to the safety or well-being of student or school personnel. (Name of SFA) reserves the right to prohibit any individual employee of Vendor from providing services on (name of SFA) property or at (Name of SFA) events if (Name of SFA) determines, in its sole discretion, that such employee poses a threat to the safety or well-being of students, school personnel or others.

please see attached letter

Signature of Company Official

January 21, 2015

To Whom It May Concern:

At Basic American Foods all newly hired employees must successfully pass pre-employment screening which includes a background check performed by a vendor that we have engaged for that purpose. In alignment with state laws, that background check goes back seven (7) years and captures any misdemeanors or felony convictions that may have occurred in the counties in which the candidate previously or presently resides. Sexual offenses in any of these counties of residence would be included in this report.

If you have any further questions, please do not hesitate to contact me.

Sincerely,



Janet Le-McIntosh
HR Manager, Human Recourses
925-472-4418
jlemcintosh@baf.com

**Caldwell County Schools
No Response Form**

N/A

By my signature, I _____

Certify that on _____, 2015 (type name of company) _____

_____ has reviewed Caldwell County's solicitation for Processing and elects not to submit a Bid.

Authorized Signature

Title of Individual

Address of Company

City, State, Zip Code

Telephone Number

Fax Number

