

VENDOR CONTRACT

Between PortionPac Chemical Corporation **and**
(Company Name)

THE INTERLOCAL PURCHASING SYSTEM (TIPS)

For

SAFETY EQUIPMENT AND SUPPLIES

CONTRACT NUMBER 1032416

General Information

The vendor contract shall include the contract, the terms and conditions, special terms and conditions, any agreed upon amendments, as well as all of the sections of the solicitation and the awarded vendor's proposal. Once signed, if an awarded vendor's proposal varies or is unclear in any way from the TIPS contract, TIPS, at its sole discretion, will decide which provision will prevail. Other documents to be included are the awarded vendor's proposals, task orders, purchase orders and any adjustments which have been issued.

The following pages will constitute the contract between the successful vendors(s) and TIPS. Bidders shall state, in a separate writing, and include with their proposal response, any required exceptions or deviations from these terms, conditions, and specifications. If agreed to by TIPS, they will be incorporated into the final contract.

The Vendor Contract ("Contract") made and entered into by and between The Interlocal Purchasing System (hereinafter referred to as "TIPS" respectfully) a government cooperative purchasing program authorized by the Region VIII Education Service Center, having its principal place of business at 4845 US Hwy 271 North, Pittsburg, Texas 75686. This contract consists of the provisions set forth below, including provisions of all Attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any Attachment, the provisions set forth shall control.

Definitions

PURCHASE ORDER is the TIPS member's approval providing the authority to proceed with the negotiated delivery order under the contract. Special terms and conditions as agreed to between the vendor and TIPS member will be added as addendums to the PO. Items such as certificate of insurance, bonding requirements, small or disadvantaged business goals are some of the addendums possible.

PREMIUM HOURS are defined as those hours not included in regular hours or recognized holidays. Premium hours are to be approved by the TIPS member for each delivery order and noted in the delivery order proposal as a line item during negotiations.

REGULAR HOURS are defined as those hours between the hours of 7 AM and 6 PM Monday thru Friday.

Terms and Conditions

Freight

All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing.

Warranty Conditions

All supplies equipment and services shall include manufacturer's minimum standard warranty unless otherwise agreed to in writing. Vendor shall be an authorized dealer, distributor or manufacturer for all products. All equipment proposed shall be new unless clearly stated in writing.

Customer Support

The Vendor shall provide timely and accurate customer support to TIPS members. Vendors shall respond to such requests within one (1) working day after receipt of the request. Vendor shall provide training regarding products and services supplied by the Vendor unless otherwise clearly stated in writing at the time of purchase. (Unless training is a line item sold or packaged and must be purchased with product.)

Contracts

All contracts and agreements between Vendors and TIPS Members shall strictly adhere to the statutes that are set forth in the Uniform Commercial Code as most recently revised.

Contracts for purchase will normally be put into effect by means of a purchase order(s) executed by authorized agents of the participating government entities.

Davis Bacon Act requirements will be met when Federal Funds are used for construction and/or repair of buildings.

Tax exempt status

A taxable item sold, leased, rented to, stored, used, or consumed by any of the following governmental entities is exempted from the taxes imposed by this chapter: (1) the United States; (2) an unincorporated instrumentality of the United States; (3) a corporation that is an agency or instrumentality of the United States and is wholly owned by the United States or by another corporation wholly owned by the United States; (4) the State of Texas; (5) a Texas county, city, special district, or other political subdivision; or (6) a state, or a governmental unit of a state that borders Texas, but only to the extent that the other state or governmental unit

exempts or does not impose a tax on similar sales of items to this state or a political subdivision of this state. Texas Tax Code § 151.309.

Assignments of contracts

No assignment of contract may be made without the prior written approval of TIPS. Payment can only be made to the awarded Vendor or vendor assigned dealer.

Disclosures

1. Vendor affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.
2. Vendor shall attach, in writing, a complete description of any and all relationships that might be considered a conflict of interest in doing business with participants in the TIPS program.
3. The vendor affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

Renewal of Contracts

The contract is for one (1) year with an option for renewal for 2 consecutive years. Total term of contract can be up to 3 years if sales are reported through the contract and both parties agree.

Shipments

The Vendor shall ship ordered products within five (5) working days after the receipt of the order. If a product cannot be shipped within that time, the Vendor shall notify TIPS and the requesting entity as to why the product has not shipped and shall provide an estimated shipping date, if applicable. TIPS or the requesting entity may cancel the order if estimated shipping time is not acceptable.

Invoices

The Vendor or vendor assigned dealer shall submit invoices, to the TIPS participant. Each invoice shall include the TIPS participant's purchase order number. The shipment tracking number or pertinent information for verification of TIPS participant receipt shall be made available upon request. The Vendor or vendor assigned dealer shall not invoice for partial shipments unless agreed to in writing in advance by TIPS and the TIPS participant.

Payments

The TIPS participant will make payments directly to the Vendor or vendor assigned dealer at net 30 days after receiving invoice.

Pricing

The Vendor contracts to provide pricing to TIPS and its participating governmental entities that is the lowest pricing available to like cooperative purchasing customers and the pricing shall remain so throughout the duration of the contract.

The Vendor agrees to promptly lower the cost of any product purchased through TIPS following a reduction in the manufacturer or publisher's direct cost to the Vendor. Price increases will be honored. However, the Vendor shall honor previous prices for thirty (30) days after written notification to TIPS of an increase.

All pricing submitted to TIPS shall include the participation fee to be remitted to TIPS by the Vendor. Vendor will not show adding the fee to the invoice presented to customer. The normal fee is 2%, but can be negotiated with the Vendor.

Participation Fees

Vendor or vendor assigned dealer contracts to pay the participation fee for all contract sales to TIPS on a monthly scheduled report. Vendor must login to the TIPS database and use the "Submission Report" section to report sales. The Vendor or vendor assigned dealers are responsible for keeping record of all sales that go through the TIPS contract. Failure to pay the participation fee will result in termination of contract. Please contact TIPS at tips@tips-usa.com or call (866) 839-8477 if you have questions about paying fees.

Indemnity

1. **Indemnity for Personality Contracts.** Vendor agrees to indemnify and hold harmless and defend TIPS, TIPS member(s), officers and employees, from and against all claims and suits for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and attorney's fees, arising out of, or resulting from, Vendor's performance of this contract, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part, upon allegations of negligent or intentional acts on the part of the Vendor, its officers, employees, agents, subcontractors, licensees, invitees, whether or not such claims are based in whole or in part upon the negligent acts or omissions of the TIPS, TIPS member(s), officers, employees, or agents.
2. **Indemnity for Performance Contracts.** The Vendor agrees to indemnify and hold harmless and defend TIPS, TIPS member(s), officers and employees from and against all claims and suits for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and attorney's fees, arising out of, or resulting from, Vendor's work under this contract, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part, upon allegations of negligent or intentional acts on the part of the Vendor, its officers, employees, agents, subcontractors, licensees, or invitees. Vendor further agrees to indemnify and

hold harmless and defend TIPS, TIPS member(s), officers and employees, from and against all claims and suits for injuries (including death) to an officer, employee, agent, subcontractor, supplier or equipment lessee of the Vendor, arising out of, or resulting from, Vendor's work under this contract whether or not such claims are based in whole or in part upon the negligent acts or omissions of the TIPS, TIPS member(s), officers, employees, or agents.

Attorney's Fees--Texas Local Government Code § 271.159 is expressly referenced.

Pursuant to §271.159, TEXAS LOC. GOV'T CODE, in the event that any one of the Parties is required to obtain the services of an attorney to enforce this Agreement, the prevailing party, in addition to other remedies available, shall be entitled to recover reasonable attorney's fees and costs of court.

Multiple Vendor Awards

TIPS reserves the right to award multiple vendor contracts for categories when deemed in the best interest of the TIPS membership. Bidders scoring 80% or above will be considered for an award. Categories are established at the discretion of TIPS.

State of Texas Franchise Tax

By signature hereon, the bidder hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Tax Code.

Miscellaneous

The Vendor acknowledges and agrees that continued participation in TIPS is subject to TIPS sole discretion and that any Vendor may be removed from the participation in the Program at any time with or without cause. Nothing in the contract or in any other communication between TIPS and the Vendor may be construed as a guarantee that TIPS participants will submit any orders at any time. TIPS reserves the right to request additional proposals for items already on contract at any time.

Purchase Order Pricing/Product Deviation

If a deviation of pricing/product on a purchase order occurs, TIPS is to be notified within 24 hours of receipt of order.

Cancellation for non-performance or contract deficiency

TIPS may terminate any contract if TIPS Members have not used the contract, or if purchase volume is determined to be "low volume" in any 12-month period. TIPS reserves the right to cancel the whole or any part of this contract due to failure by awarded vendor to carry out any obligation, term or condition of the contract. TIPS may issue a written deficiency notice to awarded vendor for acting or failing to act in any of the following:

- Providing material that does not meet the specifications of the contract;

- Providing work and/or material that was not awarded under the contract;
- Failing to adequately perform the services set forth in the scope of work and specifications;
- Failing to complete required work or furnish required materials within a reasonable amount of time;
- Failing to make progress in performance of the contract and/or giving TIPS reason to believe that awarded vendor will not or cannot perform the requirements of the contract; and/or
- Performing work or providing services under the contract prior to receiving a TIPS reviewed purchase order for such work.

Upon receipt of the written deficiency, awarded vendor shall have ten (10) days to provide a satisfactory response to TIPS. Failure to adequately address all issues of concern may result in contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by awarded vendor under this contract shall become the property of the TIPS Member on demand.

TIPS Member Purchasing Procedures

Purchase orders are issued by participating TIPS member to the awarded vendor indicating on the PO "Contract Number". Purchase Order is emailed to TIPS at tipspo@tips-usa.com.

- Awarded vendor delivers goods/services directly to the participating member.
- Awarded vendor invoices the participating TIPS member directly.
- Awarded vendor receives payment directly from the participating member.
- Awarded vendor reports sales monthly to TIPS (unless prior arrangements have been made with TIPS to report monthly).

Form of Contract

The form of contract for this solicitation shall be the Request for Proposal, the awarded proposal(s) and best and final offer(s), and properly issued and reviewed purchase orders referencing the requirements of the Request for Proposals. If a vendor submitting an offer requires TIPS and/or TIPS Member to sign an additional agreement, a copy of the proposed agreement must be included with the proposal.

Vendor contract documents: TIPS will review proposed vendor contract documents. Vendor's contract document shall not become part of TIPS's contract with vendor unless and until an authorized representative of TIPS reviews and approves it.

Licenses

Awarded vendor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by awarded vendor. Awarded vendor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the contract. TIPS reserves the right to stop

work and/or cancel contract of any awarded vendor whose license(s) expire, lapse, are suspended or terminated.

Novation

If awarded vendor sells or transfers all assets or the entire portion of the assets used to perform this contract, a successor in interest must guarantee to perform all obligations under this contract. TIPS reserves the right to accept or reject any new party. A simple change of name agreement will not change the contractual obligations of awarded vendor.

Site Requirements (when applicable to service or job)

Cleanup: Awarded vendor shall clean up and remove all debris and rubbish resulting from their work as required or directed by TIPS Member. Upon completion of work, the premises shall be left in good repair and an orderly, neat, clean and unobstructed condition.

Preparation: Awarded vendor shall not begin a project for which TIPS Member has not prepared the site, unless awarded vendor does the preparation work at no cost, or until TIPS Member includes the cost of site preparation in a purchase order.

Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.

Registered sex offender restrictions: For work to be performed at schools, awarded vendor agrees that no employee of a sub-contractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or reasonably expected to be present. Awarded vendor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the TIPS Member's discretion.

Awarded vendor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge.

Safety measures: Awarded vendor shall take all reasonable precautions for the safety of employees on the worksite, and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Awarded vendor shall post warning signs against all hazards created by the operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.

Smoking

Persons working under contract shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.

Invoices

The awarded vendor shall submit invoices to the participating entity clearly stating "Per TIPS Contract". The shipment tracking number or pertinent information for verification shall be made available upon request.

Marketing

Awarded vendor agrees to allow TIPS to use their name and logo within website, marketing materials and advertisement. Any use of TIPS name and logo or any form of publicity, inclusive of press release, regarding this contract by awarded vendor must have prior approval from TIPS.

Supplemental agreements

The entity participating in the TIPS contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor. TIPS, its agents, TIPS members and employees shall not be made party to any claim for breach of such agreement.

Legal obligations

It is the responding vendor's responsibility to be aware of and comply with all local, state and federal laws governing the sale of products/services identified in this RFP and any awarded contract thereof. Applicable laws and regulations must be followed even if not specifically identified herein.

Audit rights

Awarded Vendor shall, at their sole expense, maintain appropriate due diligence of all purchases made by TIPS Member that utilizes this Contract. TIPS and Region 8 ESC each reserve the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. TIPS shall have authority to conduct random audits of Awarded Vendor's pricing that is offered to TIPS Members. Notwithstanding the foregoing, in the event that TIPS is made aware of any pricing being offered to eligible entities that is materially inconsistent with the pricing under this agreement, TIPS shall have the ability to conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 8 ESC or TIPS.

Force Majeure

If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and fully particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

Services

When applicable, performance bonds will be required on construction or labor required jobs over \$100,000 and payment bonds on jobs over \$25,000 or awarded vendor will meet the TIPS member's local and state purchasing requirements. Awarded vendors may need to provide additional capacity as jobs increase. Bonds will not require that a fee be paid to TIPS. The actual cost of the bond will be a pass through to the TIPS member and added to the purchase order.

Scope of Services

The specific scope of work for each job shall be determined in advance and in writing between TIPS Member and Awarded vendor. It is okay if the TIPS member provides a general scope, but the awarded vendor should provide a written scope of work to the TIPS member as part of the proposal. Once the scope of the job is agreed to, the TIPS member will issue a PO with the estimate referenced as an attachment along with bond and any other special provisions agreed to for the TIPS member. If special terms and conditions other than those covered within this solicitation and awarded contracts are required, they will be attached to the PO and shall take precedence over those in the base contract.

Project Delivery Order Procedures

The TIPS member having approved and signed an interlocal agreement, or other TIPS membership document, may make a request of the awarded vendor under this contract when the TIPS member has services that need to be undertaken. Notification may occur via phone, the web, email, fax, or in person.

Upon notification of a pending request, the awarded vendor shall make contact with the TIPS member as soon as possible, but must make contact with the TIPS member within two working days.

Scheduling of Projects

Scheduling of projects (if applicable) will be accomplished when the TIPS member issues a purchase order that will serve as "the notice to proceed". The period for the delivery order will include the mobilization, materials purchase, installation and delivery, design, weather, and site cleanup and inspection. No additional claims may be made for delays as a result of these items. When the tasks have been completed the awarded vendor shall notify the client and have the TIPS member inspect the work for acceptance under the scope and terms in the PO. The TIPS member will issue in writing any corrective actions that are required. Upon completion of these items, the TIPS member will issue a completion notice and final payment will be issued.

Support Requirements

If there is a dispute between the awarded vendor and TIPS member, TIPS or its representatives will assist in conflict resolution or third party (mandatory mediation), if requested by either party. TIPS, or its representatives, reserves the right to inspect any project and audit the awarded vendors TIPS project files, documentation and correspondence.

Special Terms and Conditions

It is the intent of TIPS to contract with a reliable, high performance vendor to supply products and services to government and educational agencies. It is the experience of TIPS that the following procedures provide TIPS, the Vendor, and the participating agency the necessary support to facilitate a mutually beneficial relationship. The specific procedures will be negotiated with the successful vendor.

- **Contracts:** All vendor purchase orders must be emailed to TIPS at tipspo@tips-usa.com. Should an agency send an order direct to vendor, it is the vendor's responsibility to forward the order to TIPS at the email above within 24 business hours and confirm its receipt with TIPS.
 - **Promotion of Contract:** It is agreed that Vendor will encourage all eligible entities to purchase from the TIPS Program. Encouraging entities to purchase directly from the Vendor and not through TIPS contract is not acceptable to the terms and conditions of this contract and will result in removal of Vendor from Program. Vendor is expected to use marketing funds for the marketing and promotion of this contract.
 - **Daily Order Confirmation:** All contract purchase orders will be approved daily by TIPS and sent to vendor. The vendor must confirm receipt of orders to the TIPS member (customer) within 24 business hours.
 - **Vendor custom website for TIPS:** If Vendor is hosting a custom TIPS website, then updated pricing must be posted by 1st of each month.
 - **Back Ordered Products:** If product is not expected to ship within 3 business days, customer is to be notified within 24 hours and appropriate action taken based on customer request.
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Check one of the following responses to the General Terms and Special Terms and Conditions:

☐ We take no exceptions/deviations to the general and/or special terms and conditions.

(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)

☒ We take the following exceptions/deviations to the general and/or special terms and conditions. All exceptions/deviations must be clearly explained. Reference the corresponding general or special terms and conditions that you are taking exceptions/deviations to. The proposer must clearly state if you are adding additional terms and conditions to the general or special terms and conditions. Provide details on your exceptions/deviations below:

Exceptions:

~~Deviation related to heading "Indemnity" Points 1 & 2:~~

~~PortionPac Chemical Corporation does not agree to indemnify TIPS/TAPS,~~

~~its member(s), officers, and employees, or agents from and against all claims and~~

~~suits for injuries (including death) to an officer, employee, agent, subcontractor, supplier,~~

~~or equipment lessee of the Vendor, arising out of, or resulting from, Vendor's work~~

~~under this contract where such claims are based in whole or in part upon the~~

~~negligent acts or omissions of the TIPS/TAPS, its member(s), officers, employees,~~

~~or agents.~~

Exception has been rescinded by the vendor on June 29, 2017 and the original language controls from this point forward. Richard Powell - General Counsel TIPS
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PortionPac®

Sustainable Solutions®

June 29th, 2017

Rick Powell
The Interlocal Purchasing System (TIPS)
ESC Region 8
4845 Highway 271 North
Pittsburg, TX 75686

Dear Mr. Powell,

PortionPac Chemical Corporation removes our exception to Indemnity Points 1 & 2 on page 4 of the standard terms and conditions of contract 1032416 for Safety Equipment and Supplies. Our exception to these terms was indicated on page 11 of contract 1032416. We would like to remove this deviation altogether. PortionPac Chemical Corporation agrees to indemnify and hold harmless TIPS, TIPS members, and all officers and employees as outlined on page 4 in the standard terms and conditions of the referenced contract.

We look forward to continue our service to the members of the Interlocal Purchasing System.

Sincerely,

Marvin Klein

Chairman of the Board

PortionPac Chemical Corporation
400 North Ashland Avenue
Chicago, IL 60622-6382 USA
TEL 312-226-0400
FAX 312-226-5400
www.portionpaccorp.com

The Interlocal Purchasing System (TIPS)

Non-Discrimination Statement and Certification

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.

Title VI of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CFR Parts 15, 15a, and 15b; the Americans with Disabilities Act; and FNS Instruction 113-1, Civil Rights Compliance and Enforcement – Nutrition Programs and Activities

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

I certify that in the performance of a contract with TIPS or its members, that our company will conform to the foregoing anti-discrimination statement and comply with the cited law and regulations.

Company Name PortionPac Chemical Corporation

Print name of authorized representative Marvin Klein, Chairman of the Board

Signature of authorized representative 

Date June 29th, 2017

The Interlocal Purchasing System (TIPS Cooperative)

Supplier Response

Bid Information		Contact Information		Ship to Information
Bid Creator	Kim Thompson Coordinator of Office Operations	Address	Region VIII Education Service Center 4845 US Highway 271 North Pittsburg, TX 75686	Address
Email	Kim.Thompson@tips-usa.com			Contact
Phone	(903) 575-2608			
Fax	(866) 929-4402	Contact	Kim Thompson, TIPS Office Manager	Department Building
Bid Number	1032416			
Title	Safety Equipment and Supplies	Department Building		Floor/Room Telephone Fax Email
Bid Type	RFP			
Issue Date	01/01/2016	Floor/Room		
Close Date	2/12/2016 3:00:00 PM CT	Telephone	+1 (866) 839-8477	
Need by Date		Fax	+1 (866) 839-8472	
		Email	bids@tips-usa.com	

Supplier Information

Company PortionPac Chemical Corporation
Address 400 N. Ashland Ave

Chicago, IL 60622

Contact
Department
Building
Floor/Room
Telephone 1 (312) 2260400
Fax 1 (312) 2265400
Email
Submitted 2/12/2016 11:20:10 AM CT
Total \$0.00

By submitting your response, you certify that you are authorized to represent and bind your company.

Signature Mr. Burt Klein

Email lfroehlich@portionpaccorp.com

Supplier Notes

Bid Notes

Bid Activities

Bid Messages

Please review the following and respond where necessary

#	Name	Note	Response
1	Yes - No	Disadvantaged/Minority/Women Business Enterprise - D/M/WBE (Required by some participating governmental entities) Vendor certifies that their firm is a D/M/WBE? Vendor must upload proof of certification to the "Response Attachments" D/M/WBE CERTIFICATES section.	No
2	Yes - No	Highly Underutilized Business - HUB (Required by some participating governmental entities) Vendor certifies that their firm is a HUB? Vendor must upload proof of certification to the "Response Attachments" HUB CERTIFICATES section.	No
3	Yes - No	The Vendor can provide services and/or products to all 50 US States?	Yes
4	States Served:	If answer is NO to question #3, please list which states can be served. (Example: AR, OK, TX)	
5	Company and/or Product Description:	This information will appear on the TIPS website in the company profile section, if awarded a TIPS contract. (Limit 750 characters.)	SFSPac, a long time advocate of Child Nutrition Programs, delivers a unique Food Safety & Sanitation System that includes ongoing Food Safety Education and training, HACCP verification, and Environmentally Preferred Cleaners. Our program provides proven methods to reduce the use of energy, water, and cleaning materials while creating less waste for K-12 Food Service programs.
6	Primary Contact Name	Primary Contact Name	Chuck Ainsworth
7	Primary Contact Title	Primary Contact Title	Division Manager
8	Primary Contact Email	Primary Contact Email	cainsworth@portionpaccorp.com
9	Primary Contact Phone	Enter 10 digit phone number. (No dashes or extensions)	312-226-0400
10	Primary Contact Fax	Enter 10 digit phone number. (No dashes or extensions)	312-226-5400
11	Primary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions)	
12	Secondary Contact Name	Secondary Contact Name	Laura Froehlich
13	Secondary Contact Title	Secondary Contact Title	Division Coordinator
14	Secondary Contact Email	Secondary Contact Email	lfroehlich@portionpaccorp.com
15	Secondary Contact Phone	Enter 10 digit phone number. (No dashes or extensions)	312-447-5703
16	Secondary Contact Fax	Enter 10 digit phone number. (No dashes or extensions)	312-226-5400
17	Secondary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions)	
18	Admin Fee Contact Name	Admin Fee Contact Name. This person is responsible for paying the admin fee to TIPS.	Laura Froehlich
19	Admin Fee Contact Email	Admin Fee Contact Email	lfroehlich@portionpaccorp.com
20	Admin Fee Contact Phone	Enter 10 digit phone number. (No dashes or extensions)	3124475703

21	Purchase Order Contact Name	Purchase Order Contact Name. This person is responsible for receiving Purchase Orders from TIPS.	Judy Golden
22	Purchase Order Contact Email	Purchase Order Contact Email	orders@portionpaccorp.com
23	Purchase Order Contact Phone	Enter 10 digit phone number. (No dashes or extensions)	312-226-0400
24	Company Website	Company Website (Format - www.company.com)	http://sfspac.com/
25	Federal ID Number:	Federal ID Number also known as the Employer Identification Number. (Format - 12-3456789)	36-2554764
26	Primary Address	Primary Address	400 North Ashland Avenue
27	Primary Address City	Primary Address City	Chicago
28	Primary Address State	Primary Address State (2 Digit Abbreviation)	IL
29	Primary Address Zip	Primary Address Zip	60622
30	Search Words:	Please list search words to be posted in the TIPS database about your company that TIPS website users might search. Words may be product names, manufacturers, or other words associated with the category of award. YOU MAY NOT LIST NON-CATEGORY ITEMS. (Limit 500 words) (Format: product, paper, construction, manufacturer name, etc.)	Food Safety, HACCP, Cleaning, Cleaning Products, Kitchen Cleaning, ServSafe, kitchen janitorial supply, Kitchen sanitation, sanitation, food service sanitation, cleaning chemicals, food service safety, training, education
31	Yes - No	Do you wish to be eligible to participate in a TIPS contract in which a TIPS member utilizes federal funds on contracts exceeding \$100,000? (Non-Construction) (If YES, vendor should download the Federal Regulations for Contracts document from the Attachments section, fill out the form and submit the document in the "Response Attachments" FEDERAL FUNDS section.) (Vendor must also download the Suspension or Debarment Certificate document from the Attachments section, fill out the form and submit the document in the "Response Attachments" SUSPENSION OR DEBARMENT section.)	Yes
32	Yes - No	Certification of Residency (Required by the State of Texas) Company submitting bid is a Texas resident bidder?	No
33	Company Residence (City)	Vendor's principal place of business is in the city of?	Chicago
34	Company Residence (State)	Vendor's principal place of business is in the state of?	IL
35	Felony Conviction Notice:	(Required by the State of Texas) My firm is, as outlined on PAGE 5 in the Instructions to Bidders document: (Questions 36 - 37)	(No Response Required)
36	Yes - No	A publicly held corporation; therefore, this reporting requirement is not applicable?	No
37	Yes - No	Is owned or operated by individual(s) who has/have been convicted of a felony? If answer is YES, a detailed explanation of the name(s) and conviction(s) must be uploaded to the "Response Attachments" FELONY CONVICTION section.	No
38	Pricing Information:	Pricing information section. (Questions 39 - 42)	(No Response Required)

39	Yes - No	In addition to the typical unit pricing furnished herein, the Vendor agrees to furnish all current and future products at prices that are proportionate to Dealer Pricing. If answer is NO, include a statement detailing how pricing for TIPS participants would be calculated in the PRICING document that is uploaded to the "Response Attachments" PRICING section.	No
40	Yes - No	Pricing submitted includes the TIPS administration fee?	Yes
41	Yes - No	Vendor agrees to remit to TIPS the required administration fee?	Yes
42	Yes - No	Additional discounts to TIPS members for bulk quantities or scope of work?	No
43	Start Time	Average start time after receipt of customer order is ____ working days?	2
44	Years Experience	Company years experience in this category?	52
45	Resellers:	Does the vendor have resellers that it will name under this contract? (If applicable, vendor should download the Reseller/Dealers spreadsheet from the Attachments section, fill out the form and submit the document in the "Response Attachments" RESELLERS section.	No
46	Prices are guaranteed for?	(__Month(s), __ Year(s), or Term of Contract) (Standard term is "Term of Contract")	Term of Contract

Line Items		
Response Total:		\$0.00

2 CFR PART 200 Contract Provisions

Required Federal contract provisions of Federal Regulations for Contracts

The following provisions are required to be in place and agreed if the procurement is funded with federal funds. TIPS or its members are the subgrantee or subrecipient by definition in most cases. Not all provisions herein apply to all contracts. Compliance is required as it applies to the individual purchase contract.

Appendix II to Part 200

Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

2 CFR PART 200

These contract provisions are incorporated by reference or attachment into all contracts with your company when TIPS or its members purchase is with federal funds if you respond to a TIPS competitive procurement request for proposals or bid..

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

Federal Rule (1) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Notice: Pursuant to Federal Rule (1) above, when federal funds are expended by TIPS or its members, TIPS or its members reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does vendor agree? YES BR Initial of Authorized Company Official

Federal Rule (2) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

Pursuant to Federal Rule (2) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for cause after giving the vendor an appropriate opportunity and up to 30 days, to cure the causal breach of terms and conditions. TIPS OR ITS MEMBERS reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for convenience with 30 days notice in writing to the awarded vendor. The vendor would be compensated for work performed and goods procured as of the termination date if for convenience of the TIPS OR ITS MEMBERS. Any award under this procurement process is not exclusive and the District reserves the right to purchase goods and services from other vendors when it is in the best interest of the District.

Does vendor agree? YES BR Initial of Authorized Company Official

Federal Rule (3) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

2 CFR PART 200 Contract Provisions

Pursuant to Federal Rule (3) above, when federal funds are expended by TIPS OR ITS MEMBERS, for all construction contracts awarded by grantees and their contractors or subgrantees, the proposer certifies that during the term of an award, when federal funds are expended, by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor will be in compliance with Equal Opportunity Employment laws specifically Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).

Does vendor agree? YES BK Initial of Authorized Company Official

Federal Rule (4) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (4) above, when federal funds are expended by TIPS OR ITS MEMBERS, during the term of an award for all contracts and subgrants for construction or repair, when Federal Funds are expended, by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor will be in compliance with all provisions listed or referenced therein.

Does vendor agree? YES BK Initial of Authorized Company Official

Federal Rule (5) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (5) above, when federal funds are expended by TIPS OR ITS MEMBERS, the proposer certifies that during the term of an award by the TIPS OR ITS MEMBERS resulting from this procurement process for construction contracts awarded by grantees and subgrantees the proposer agrees to be in compliance with all requirements listed or referenced therein.

Does vendor agree? YES BK Initial of Authorized Company Official

Federal Rule (6) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a

2 CFR PART 200 Contract Provisions

small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (6) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires that the proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting from this procurement process the vendor agrees to the terms listed and referenced therein.

Does vendor agree? YES BK Initial of Authorized Company Official

Federal Rule (7) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (7) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires that the proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting from this procurement process the vendor agrees to the terms listed and referenced therein.

Does vendor agree? YES E Initial of Authorized Company Official

Federal Rule (8) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award \$25,000 or greater (see 2 CFR 180.220) must not be made to parties listed on the governmentwide 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." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (8) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires the proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor certifies that they are not debarred from receiving a contract from the federal government as provided therein.

Does vendor agree they are not debarred as specified above? YES E Initial of Authorized Company Official

Federal Rule (9) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (9) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires the proposer certify that during the term and after the awarded term of an award by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor certifies to the terms included or referenced in Federal Rule 9 above.

2 CFR PART 200 Contract Provisions

Does vendor certify to the provisions in Federal Rule (9) above? YES B Initial of Authorized Company Official

Federal Rule (10) 2 CFR 200.233 Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.

Pursuant to Federal Rule (10) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires the proposer certify that the awarded vendor retain all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.

Does vendor agree? YES B Initial of Authorized Company Official

Federal Rule (11) 2 CFR §200.322 Procurement of recovered materials. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. [78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

Pursuant to Federal Rule (11) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor will be in compliance with mandatory standards and policies relating to Procurement of recovered materials which are listed above.

Does vendor agree they will comply? YES B Initial of Authorized Company Official

Company Name Port onPac Chemical Corporation

Print name of authorized representative Burton W. Klein

Signature of authorized representative 

Date 2/9/16

Signature above acknowledges all provisions in this four page document and the vendor/proposer/bidder responses herein to the 11 rules.

Federal Requirements for Procurement and Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

If the TIPS member anticipate possibly using federal funds for procurement under this potential award and is required to obtain the following compliance assurance.

1. Will you be subcontracting any of your work under this award if you are successful?

(Check one)

☐ YES or ☒ NO

2. If yes, do you agree to comply with the following federal requirements? (Check one)

☐ YES or ☐ NO

2 CFR §200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce ; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

Company Name PortionPac Chemical Corporation

Name of authorized representative Burton W. Klein

Signature of authorized representative 

Date 02/09/2016

SUSPENSION OR DEBARMENT CERTIFICATE

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$25,000.00. Contractors receiving individual awards for \$25,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, this bidder:

Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the EDGAR, §200.212 Suspension and debarment.

Vendor Name: _____

Vendor Address: _____

Vendor E-mail Address: _____

Vendor Telephone: _____

Authorized Company Official's Name: _____

Signature of Company Official: _____



Date: _____

CONTRACT Signature Form

The undersigned hereby proposes and agrees to furnish goods and/or services in compliance with the terms, specifications and conditions at the prices quoted unless noted in writing. The undersigned further certifies that he or she is an authorized agent of the company and has authority to negotiate and contract for the company named below.

Company Name: PortionPac Chemical Corporation

Mailing Address: 400 North Ashland Avenue

City: Chicago


State: IL

Zip: 60622

Telephone Number: (800) 289-7725

Fax Number: (312) 447-5703

Email Address: support@sfspac.com

Authorized Signature: 

Printed Name: Burton W. Klein

Position: President, PortionPac Chemical Corporation

This contract is for a total TERM of one year with the option of two additional years. Vendors shall honor the participation fee for any sales made based on the TIPS contract. Failure to pay the fee will be grounds for termination of contract and will affect the award of future contracts.



TIPS Authorized Signature

3/24/2016

Date



3/24/2016

Approved by Region VIII ESC

Date

References				
** Must have at least 3 References. References must be School, City, County, University, State Agency or Other Government.				
Organization	City	State	Contact Name	Contact Phone
Irving ISD	Irving	TX	Michael Rosenberger	(972) 600-6900
Birdville ISD	Fort Worth	TX	Judy Sargent	(817) 547-5860
Carrollton-Farmers Branch ISD	Carrollton	TX	Rochelle Sherrin	(972) 968 - 6394
Coppell ISD	Coppell	TX	Jean Mosley	(214) 496-8070
Garland ISD	Garland	TX	Wade Henderson	(972) 494-8201



The Interlocal Purchasing System
(TIPS/TAPS)

RFP #1032416
Safety Equipment & Supplies

February 12, 2016
3 PM CST

Attention:

Kim Thompson
Region VIII Education Service Center
4845 US Highway 271 North
Pittsburg, TX 75686



Executive Summary

Our company, PortionPac Chemical Corporation, was founded in 1964. For over 50 years, we have been providing management solutions to school districts and helping them provide clean and safe environments for their employees and customers. Our sustainable products and procedures were designed to be user friendly and eliminate guesswork.

We developed the SFSPac Food Safety & Sanitation System© in 1992 to work exclusively in the K-12 school nutrition industry. Our simplistic approach makes it easy for employees to reduce the number of cleaners needed and standardize their cleaning program. The results are cleaner kitchens and safer workers. The school nutrition employee education curriculum and training tools that we employ are based on Industry best practices and are routinely updated to meet the most current Model Food Code.

SFSPac service technicians and food safety specialists are required to be qualified as ServSafe® instructors, maintain a Level 1 SNA certification, and participate in a factory-certified credentialing program which includes an OSHA Awareness Course and CPR certification. Additionally, our staff are required to attend monthly education courses and obtain sufficient Continuing Education Units (CEUs) each year to retain their factory certifications.

After the initial introduction phase of our program (typically two/three months), our service technicians will conduct monthly site visits to each school serviced in the district for delivery of our environmentally preferred cleaners and supplies. During each visit, our technicians will review OSHA compliance, cleaning and sanitation procedures, HACCP verification, and district specific standard operating procedures. During the site review, corrective action training will be conducted as needed, and the monthly SFSPac Education Module will be reviewed. Additionally, OSHA compliant dispensing equipment will be inventoried, maintained and provided when required. As a part of our 8-Step Service Call, the close of the site visit will be reviewed with the cafeteria manager and observations and/or recommendations will be provided.

As a follow-up to the site visits, SFSPac will send electronic service reports to document site based education, service and inventory replacement. Our proprietary software offers monthly verification of the district's food safety system and provides **critical** due diligence documentation. Further, each site's monthly verification results are immediately available via email for administrative review. This will help food service administrators track, manage and document cafeteria and employee activity. The detailed reports provide the district with an excellent management tool for Work Place and Food Safety Education.

Prior to the end of each school year, the SFSPac Regional Manager will conduct an Annual Review with the School Nutrition Director and staff to review program successes and discuss areas noted for improvement. This will also provide the opportunity to validate the district's HACCP Food Safety Plan and make any necessary changes.



Executive Summary

PortionPac® the “original premeasured food service program” is a brand school districts have trusted since 1964. Here follows just some of the benefits and services available from our comprehensive SFSPac Food Safety & Sanitation System.

- Pre-measured portion controlled packaging for exact dilutions
- “Rule of One Mixing” – one per bottle, sink or bucket
- Vertically color coded bottles, SDS, charts and instruction sheets
- Monthly Site Visits
- Minimized Storage Requirements
- Just-In-Time Inventory supplied by Service Technician
- Environmentally Preferred Cleaners
- Recycled Containers
- Green Seal™ Certified formulations
- OSHA Compliant Labeling and Bottles
- Personal Protective Equipment (PPE) Provided
- Sanitizer Test Kits, Quaternary and Chlorine
- Bi-lingual Procedure and Reference Guide
- Ancillary Products, i.e., pac cutters, oven scrapers, bottles, etc., provided
- Complete Hand Care Program
- Available On Line Training in the SFSPac Learning Portal
- 24 Hour Response Time for Inventory Replacement or Assistance
- Environmentally Sustainable System for Water Conservation, Waste Reduction, and Recycling
- Routine Hazardous Materials Audit
- In-Service Participation Available
- Site Based Training on Procedures, Cleaning Detergents and Safety
- Monthly Preventative Maintenance Review on Dispensing Equipment and Warewashing
- Simplified Fixed Cost Billing – Fewer Purchase Orders, invoices and less stress
- Computerized Service Reports and Verification
- ServSafe Education and Testing available for employees
- HACCP Gap Analysis and Development
- SNA Certification Credits for SFSPac Education Curriculum



SFSPac® Program

SFSPac® offers a complete line of sanitation solutions, each sharing the benefits of simplified mixing, color-coded materials, waste reduction, and inventory control through standardization. As a leader in the industry for over 20 years, our sustainable business practices result in products designed to have minimal environmental impact while also protecting health and safety of school nutrition professionals. The core elements of the SFSPac® system include:

- Standardization
- Education
- Documentation
- Safety & Compliance
- Exact Budgets
- Sustainability
- Service
- Recognition
- Partnerships
- Customer Delight



The Breakthrough

Most industrial cleaning programs have been cleaning inaccurately and ineffectively for years due to inaccurate measurement. Improper detergent mixing causes problems: too little detergent will not clean properly, and too much detergent leaves behind dirt-attracting residue. With dilution ratios of 20 to 1 or 6 oz. per gallon of water, basic cleaning products make accurate measurement difficult.



PortionPac Chemical Corporation was established in 1964 to create the first concentrated, premeasured detergent system. In the form of the color-coded Pac[®] brand pouch, PortionPac created an opportunity for workers to mix their cleaning chemicals properly for the first time. PortionPac's instructions follow the "Rule of 1": mix one Pac[®] brand pouch with one bucket, bottle or tank of water. This results in accuracy, inventory control, and simplicity.

In addition to bi-lingual instructions and education materials, the system is color-coded and includes the following easily identifiable components:

- Products
- Containers and Labels
- Wall Charts
- Instructional Materials
- Safety Data Sheets (SDS)





SFSPac®

Since 1983 PortionPac has been creating programs to help meet the many challenges facing school nutrition directors. The SFSPac® program gives school nutrition professionals control over their food safety and sanitation programs. We understand that the cost of manual cleaning supplies is a miniscule part of your budget compared to the cost of education, training, regulatory & HACCP compliance, and workman's compensation. SFSPac® helps meet all these needs by delivering **education, verification, documentation** and all the basic cleaning materials to each work site with a complete on-site support program.

Today, SFSPac® is the leading tool for school nutrition directors and offers a wide range of benefits, including:

HACCP Marketing
Routine Service
Public Awareness Recognition
Standardization Continuing Education
Food Safety Sustainable Detergents
OSHA Compliance Verification Programs
Association Support
Workplace Safety
Documentation

Recognizing the budget challenges that school districts face, the SFSPac® program is delivered for one predetermined set fee. Benefits to the school district include:

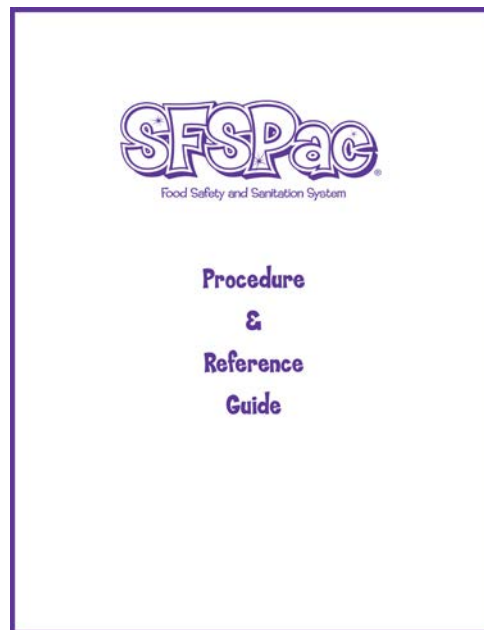
- Zero Inventory Cost
- Exact Budgets
- Public Recognition
- Government Compliance
- Risk Management
- Reduced Liability

SFSPac® works with thousands of schools throughout the United States and is the industry's premier food safety and sanitation system.



Standardization

The SFSPac® system standardizes your food safety and sanitation program by providing uniform procedures, color-coded multi-lingual materials and exact reporting, all managed through a just-in-time inventory control program.



The foundation for standardization is found in the SFSPac® Procedure and Reference Guide. This unique tool was developed to help clearly define material use, application, and frequency of cleaning along with a cleaning guide detailing how to clean virtually every piece of equipment in the kitchen.

You need to manage only one program and policy that is standardized for all employees at all locations. As a result, staff use materials and are trained the same way, leading to greater efficiency and uniform results.

You have the assurance that each of your schools is utilizing the same:

- Materials
- Processes
- Program
- Training
- Supervision
- Recognition



SFSPac® Program Cleaning and Training Materials





Mechanical Ware Wash System

The My Terra detergents, rinse additives and sanitizers are designed for use in commercial ware washing systems. My Terra Products will clean pots, pans, non-disposable serving trays, small wares, and related washable food service wares. My Terra will not stain or discolor equipment and leaves no film or residue.

Products in this line include:

- My Terra Dish Machine Detergent (packaged in 1-gallon closed loop containers)
- My Terra Rinse Dish Drying Agent (packaged in 1-gallon closed loop containers)
- My Terra Delimer & Scale remover (packed in 1-gallon containers)
- My Terra Low Temp Sanitizer (packaged in 1-gallon containers)



Our detergents are USDA-approved and our sanitizers are EPA-registered. Detergent is dispensed from color- and number-coded closed loop containers. The closed-loop system prevents employees from having contact with the cleaning chemicals. My Terra product is not released from the container until it is placed in the rack and snapped into place.

System maintenance will be performed during the regularly scheduled SFSPac® service call. A comprehensive service check is performed on each visit. This inspection surveys both mechanics and procedures of the dish room. Upon each service visit, our technicians will complete a checklist verifying compliance with your food safety program standard operating procedures. Visit information is compiled utilizing our proprietary reporting software to document compliance or non-compliance issues and correction action training. Detailed reports displaying this data are sent to the school nutrition director after each visit. These reports are designed to communicate areas of success, concern, and areas for improvement.



Material Specifications

SFSPac® loans our state-of-the-art digital dispensing equipment at no charge to the district. The chemical dispensers provide SFSPac® food safety specialists with precise, digital readouts regarding the number of racks washed, deliming cycles completed and the current chemical injection levels.

Service Specifications for Ware Washing System

SFSPac® proposes the following ware wash services as an integral part of the SFSPac® Food Safety and Sanitation System. The system will include the following components:

- Just-In-Time inventory, provided at each site on a 30 working day rotation cycle.
- Laminated color-coded SDS will be provided and maintained at each site.
- Instructional posters outline proper handling of dish machine detergents
- Service reports will be sent electronically to the school nutrition director after each visit, and include date, visit duration, training description, and service provided.
- Annual hazardous materials audits in each facility as part of our hazardous communication plan.
- All repairs will take place in a 24-hour period at no additional charge, and all return calls for necessary chemicals will be supplied within 24 hours.

Upon equipment installation, all staff will receive in-service training on equipment, proper operation and maintenance of the dish machine, including proper racking, deliming procedures, appropriate workflow, sanitary loading and unloading, and maintenance checkpoints.

Ware wash education will continue during each site visit, and follows a predetermined lesson plan during monthly site visits. Training curriculum teaches good sanitation practices and HACCP principles. Additionally, we provide on-the-spot “Corrective Action” training as a result of conducting HACCP verification.



Education

Education is the cornerstone of the SFSPac® program. We support your efforts to serve safe, nutritious meals with our routine, site based service calls.

Food borne illness and changes to the FDA Model Food Code make sanitation a key learning requirement for food service professionals. The Centers for Disease Control and Prevention cites the following estimates for incidents of food borne illness in the United States:

- This year, 1 out of 6 Americans (or 48 million people) will get sick,
- 128,000 will be hospitalized, and
- 3,000 will die from foodborne diseases.
- 1 in 4 outbreaks can be linked to **poorly washed hands**.

We work together to determine your education priorities and deliver them through monthly training exercises, which are documented in an easily referenced service report.

Education Modules – Service technicians use the site-based education program during service calls to educate kitchen staff regularly. Our modules, approved for SNA CEU credit, focus on the most important daily food safety and sanitation topics. Each module is posted in your kitchen to reinforce the training with your staff. Topics include:

1	Burn Prevention	18	Restroom Cleaning
2	Chemical Mixing and SDS	19	Oven Cleaning
3	Cooling Food	20	Preventing Slips and Falls
4	Cross Contamination	21	Proper Lifting
5	Drain Maintenance	22	Reheating Food
6	Endpoint Cooking Temperatures	23	Safe Food Handling
7	Food Contact Surfaces	24	Sanitizer Wiping Cloth Bucket
8	Food Handling Gloves	25	Service Temperatures
9	Food Safety Record Keeping	26	Thermometers & Calibration
10	H1N1 Prevention	27	Time and Temperature
11	Hand Washing	28	Transporting Food
12	Holding Foods	29	Receiving Food
13	Wash and Rinse Arm Inspection	30	Rodent Droppings
14	MRSA Awareness/Prevention	31	Recognizing and Responding to Food Allergens
15	Proper Personal Hygiene	32	Preparing Sinks for Manual Ware Washing
16	Table Cleaning	33	Descaling
17	Curtain Cleaning		



OSHA

SFSPac® has taken great strides to ensure our product formulations are the safest available on the market. To that end, we created products that contain no volatile organic compounds (VOC's), and do not have hazards as defined by the OSHA Hazard Communication Standard, 29 CFR 1910.1200. That means no pictograms, hazards or precautionary statements to learn.

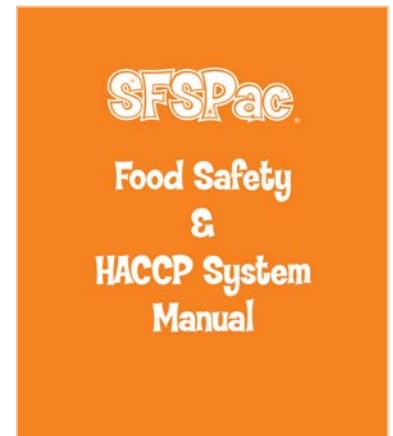


In addition, all SFSPac® food safety specialists receive comprehensive training on the 2012 OSHA HazCom Standard. Education on the OSHA HazCom Standard for school nutrition professionals is also available to our customers via our interactive, online learning portal.

HACCP

A HACCP-based food safety program ensures that food is properly handled at each interval from receiving to preparation.

Our HACCP training includes sanitation, reference guides, and a customized food safety plan. When your employees are trained in HACCP principles, they will help raise the quality of the program, lower your costs and increase profitability. SFSPac® service technicians follow a 38-point HACCP verification checklist during each service call to help you to measure the effectiveness of your food safety program.



ServSafe®

Created by the industry, for the industry, ServSafe is one of the industry's strongest training tools. ServSafe is recognized by more federal, state and local health jurisdictions than any other food safety training program in the United States.



SFSPac® service technicians are certified to deliver both the National Restaurant Association ServSafe Manager and Food Handler trainings courses.



SFSPac® provides many on-site training tools and reference materials for your staff. Training Logs and Records are provided to you for all training sessions. All materials in the SFSPac® Program are bilingual.

Procedure & Reference Guide

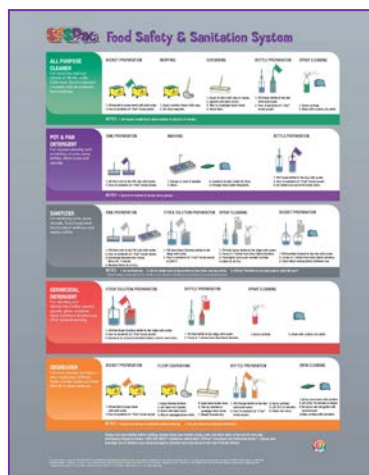


Our exclusive guide includes the proper procedures and instructions for every cleaning material, along with SDS. The procedures contained in this manual support a standardized, effective sanitation system designed to protect the health of everyone you serve. This manual includes workplace safety practices and information about regulation and compliance needs.

Online Learning Portal

Our new SFSPac® Learning Portal is a fresh offering to help improve the learning experience for your team. With the portal, your district will have access to a customized online education community where everyone can learn, discuss best practices, and create personalized profiles.

The Portal will transform the way your team learns, from cleaning procedures to education modules and continuing education; your staff can access the Learning Portal anytime, and directors can track their staff's progress online to ensure the district's curriculum goal are met. In addition, our online courses have been approved by SNA for Key Area Operations CEU credit.



Mixing and Use Instruction Wall Chart

This color-coded chart is posted in every kitchen. One side is English and one is Spanish, along with international sign language. The chart is a ready reference on mixing and proper application of the cleaning materials.



SDS are the “recipe card” for all cleaning products in your kitchen. OSHA regulations mandate that an SDS for each chemical in the kitchen be readily accessible in case of an emergency. Your color-coded SFSPac® SDS are posted in each kitchen.

Materials, training and wall charts assist Food Service Staff in washing hands according to good hygiene practices and health code compliance. The Program includes hand lotion to help prevent the skin irritation that is commonplace in the food service environment.

[illegible]

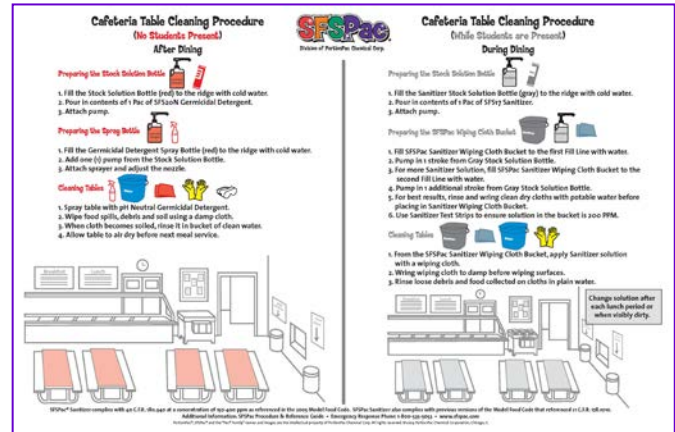
Available in both English and Spanish, these Logs help document required compliance practices.

Correct detergent use is just as important in the washing machine. SFSPac®'s Laundry pre-measured detergent is excellent for your daily washing of aprons, towels and mops.



Table Cleaning System

Proper table cleaning is an essential component to your sanitation and HACCP programs. The poster, available in English and Spanish, is another visual aid to reinforce the skills learned through completion of the corresponding Education Module.



Loss Prevention Program



Loss Prevention Program

Preventing workplace injuries is a critical need of food service management. The SFSPac® Loss Prevention Program works with you and the district Risk Management team to develop a Training Program addressing the most common accidents in your kitchens. The program includes all the training materials for your managers, including Training Logs and Records for due diligence files. This proactive safety program benefits can extend to helping reduce your insurance costs.



Documentation

Documentation is critical to running a successful operation. SFSPac® provides electronic service reports following each visit to your schools. Service reports document staff education, verify your HACCP Program, and communicate areas of progress and concern.

Additionally, training logs document the in-service trainings, managers' meetings and the site-based education modules.

With the SFSPac® program you'll also have *exact* cost reporting that will allow you to identify your sanitation and safety costs per student.



Reports are sent electronically and can be stored digitally so eliminating unnecessary paper flow. All documentation must be maintained for at least seven years.

[Home](#) [Visit: 14101](#) [New Visit](#) [Visit: 14225](#)

Details

Reference ID: 14225
Route: Chesterfield Route 4
Person: Susan Thompson
Site Name: Bensley Elementary School
Address: 6600 Strathmore Road , Richmond

Status: Visit Started
Tech: Marcia Rhoden
Visit Type: Full Service

Sign in: 02-11-2016 13:09
Sign Out:

Info

Review

Comments

Inventory

Training

Follow up

Notes

Summary

Formalized Training Education Modules and Quizzes

Compliant

Non Compliant

Not Applicable

Verification of Specialized Training and Education

Compliant

Non Compliant

Not Applicable

Personal Hygiene

Compliant

Non Compliant

Not Applicable

Receiving Food

Compliant

Non Compliant

Not Applicable

Dry Storage

Compliant

Non Compliant

Not Applicable



Safety and Compliance

SFSPac® products are formulated to provide the most effective cleaning agents that are safer for the staff who use them. We have created products that contain no volatile organic compounds (VOC's), and do not have hazards as defined by the OSHA Hazard Communication Standard, 29 CFR 1910.1200. With the SFSPac® program, there are no pictograms, hazards or precautionary statements for your staff to learn.



Chemical Emergency Response System

We have a long-term relationship with Infotrac, the leading third-party 24-hour Emergency Response System. Their 800 emergency response number is listed on every label, product, bottle, wall chart and MSDS. Infotrac has specially trained, bilingual individuals who can quickly respond to every situation to instruct the caller on the proper medical procedures.

Loss Prevention

Accidents in the workplace are devastating to you and your department. The SFSPac® Loss Prevention Program is a monthly education program customized to reduce the frequency and severity of accidents in your workplace. We'll work with your insurance carriers or loss control personnel to customize the program and quantify results annually.



Exact Budgets

SFSPac® delivers all of the value-added elements in the most cost effective manner. Our Shared Savings Program offers *one price* for the materials and services provided.

Your benefits include:

- Exact Budgets
 - Cost per school or cost per meal allocation and assignment of costs
 - Fixed daily, weekly, monthly and annual budget
- Simplified Handling
 - Reduced purchasing cost for inventory – less paperwork
 - Reduced Liability
- No distribution cost
 - We deliver everything directly to each school site
 - Eliminates shipping and receiving costs
 - Eliminates or reduces warehouse costs
- Reduced Disposal cost
 - Small Pac®s reduce waste
 - Permanently screened bottles are reused throughout the year
 - Disposal and hauling costs are dramatically reduced
- Controls cost
 - No worries about over or under use of supplies
 - No surprises

The SFSPac® program is a proven winner. With thousands of schools on the program you can rest assured you are partnering with the best.



Sustainability

Reduce your storage, disposal, and water costs right away.

You'll save:

Time

Our customers eliminate redundant supplies and reduce their cleaning product assortment by at least 40%.

Water

The average water usage in the Sanitizer sink per school, per year is 18,000 gallons. The SFSPac® Program averages just 6,120 gallons of water. That is a savings of 11,880 gallons per school, per year, saving you **65%**!

Waste

Our reusable spray bottles send fewer plastic bottles to landfills. By re-using one 32 oz. bottle of one product **100 pounds** of plastic is diverted from the waste stream for every 528 quarts used. Cardboard is reduced by 97%.

Independently Certified

Where standards are available, all SFSPac® cleaning detergents are Green Seal™ certified. Green Seal is the country's most rigorous scientific certifier for environmental attributes: the Seal assures that the product is biodegradable, butyl free, acid free, phosphate free and carcinogen free, with minimal impact on aquatic life.



The EPA recognizes PortionPac Chemical Corporation as a Green Power Partner for its use of renewable energy sources to power its corporate offices and manufacturing facility.



Service



Nationally trained service personnel provide all of the SFSPac® materials, services and programs directly to your individual school sites.

For security purposes, our Service Technicians wear Photo Identification Badges and uniforms that prominently display the SFSPac® logo.

Service is provided on a scheduled basis and follows a standardized eight-step process:

1. Review Kitchen History
 - Note activity from previous month
2. Consult Manager / Walk Kitchen
 - Check for training needs (new employees or areas of concern)
3. Check Kitchen Set-Up
 - Assess kitchen hazards, dispensers, MSDS, Sanitizer levels, & logs
4. Review HACCP Verification Areas
5. Address /Perform Training
6. Adjust inventory
 - Organize pantry
 - Deliver “Just in Time” inventory
7. Review Service/Training
 - Note training completed
 - Address action steps
 - Recognize great performance
8. Complete documentation
 - Enter information into reporting software for electronic service reports
 - Complete inspection forms



Whitney
Doering

8 - Step Service Call

1. Review History
2. Consult with the Manager
3. Check Kitchen Set-up
4. Review HACCP
5. Address Training and Concerns
6. Adjust Inventory & Organize Pantry
7. Review Service Call with Manager
8. Complete Documentation



Your SFSPac® Service Technicians are here to implement your program.

We make sure you are always aware of the sanitation and safety conditions in your facilities. It's like having an additional supervisor in the field whose job is to focus on sanitation and safety exclusively.



We use electronic reporting to gather and share information for service reports. The device logs time in and out of schools providing an accurate account of what is happening in every one of your schools. We send service reports after each visit which include information about the Education Module and any non-compliant issues and re-education provided.



Recognition & Motivation

We all know how important it is to be recognized for a job well done. With budgets becoming tighter and tighter, financial incentives are harder to implement. Yet, showing appreciation for your school nutrition team is vital to their commitment and job dedication. The SFSPac® Recognition Program helps show your appreciation.

Happy people are happy workers...and happy workers have fewer accidents and increase productivity.



To standardize recognition throughout your schools, we developed a “Kid Clean” Kitchen Award Program that recognizes staff and their efforts in keeping the facilities clean. During each service call, SFSPac® Service Technicians use grade sheets to evaluate their compliance with the Program. Grade sheets focus on Health Department “problem” areas and are designed to help staff demonstrate knowledge as outlined in the new FDA model food code. Certificates are presented to schools that excel in maintaining their facility at the highest level. Buttons, pins, pencils and other image tools are used to recognize staff for their big and small successes.



Partnerships

SFSPac® is a staunch advocate for school nutrition programs. SFSPac® has maintained close working relationships with numerous state and nonprofit associations to support your efforts to provide healthy meals to the children of this country. Our partnerships include:

- SNA Patron Member
- SNA Pearl Sponsor
- Active LAC Participant
- Georgetown Executive Management Program Sponsor
- State Sustaining Membership Sponsor



SCHOOL
NUTRITION
ASSOCIATION

Making the right food choices, together.



Customer Delight

SFSPac®'s only business is your business: school nutrition. Your customer delight is what motivates us. Your clean kitchens, happy kitchen staff, and your efficient working environment is what we aim to deliver. We want children to be nourished in a clean, safe environment, and we want your staff to feel confident delivering that.



Our service technicians will go the extra mile for you, and they understand the challenges and opportunities you face. Many of our staff have worked in school kitchens and have experience as school nutrition directors. We are not afraid to lend a hand- cleaning pots and pans, pitch in, and demonstrate our commitment. We will be there for you.





Division of PortionPac Chemical Corp.

Syllabus of Service



Division of PortionPac Chemical Corp.



Syllabus of Proposed Service

The **SFSPac® Food Safety & Sanitation System**, a division of PortionPac® Chemical Corporation, is a value-added program that was developed in 1983 to provide School Nutrition Professionals with Sustainable Solutions™. We serve thousands of schools and deliver superior sanitation, education, HACCP Verification, site-based management and more!

PortionPac proposes to provide all the items on the Catalog List provided at the end of this section in response to TIPS/TAPS Request for Proposal for Safety Equipment & Supplies. The following goods and services are an integral part of the SFSPac Food Safety & Sanitation System.

Excellent Service

- It starts with a pre-service notification (Master Schedule), provided prior to service each month. Each site will be visited on a 30 working-day rotation. Service will be extended to all sites open for Summer Feeding and schools with year-round schedules.
- Our Just-In-Time site-based deliveries are convenient for all sites in the district.
- Service reports will be sent electronically to the Child Nutrition Director immediately following each visit. Reports include date, service time devoted to each site, a brief description of the training, services provided, and the monthly Education Module that was presented during the visit.
- All emergency requests will take place in a maximum 48 hour period and all calls for chemicals and supplies will be within 24 hours.

Ongoing Education

- The Annual Lesson Planner, based in HACCP principles, guides education from the initial in-service training through each site visit using a predetermined lesson plan.
- Each site will receive a customized SFSPac Procedure & Reference guide that provides general kitchen practices, cleaning material mixing and use instructions, MSDS, sanitizer logs, temperature logs, and equipment cleaning procedures.
- Monthly SFSPac “Education Modules™” will be provided at the site level offering Continuing Education Units (CEUs) from the School Nutrition Association (SNA) and Texas Association of School Nutrition (TASN). These Education Modules focus on industry best practices for sanitation and food safety.
- Our new SFSPac Online Learning Portal will transform the way your team learns- from cleaning procedures to education modules and continuing education; your staff can access the Learning Portal anytime, and Directors can track their staff’s progress online.
- As a part of our Hazards Communication Plan, SFSPac will work with the Child Nutrition Department to perform annual Hazardous Materials Audits in each facility to access potential liability and keep your kitchen performing at its best.



Syllabus of Proposed Service

A team you can Trust

- You get the benefits of every SFSPac Food Safety Specialist being factory certified, which includes HACCP, ServSafe® and OSHA credentials. Specialists must participate in Continuing Education Courses each year to maintain certification. Our national education director is a certified OSHA instructor and our employees will help your team with all needed certifications.
- Our Food Safety Specialists complete a comprehensive HACCP Verification check in your kitchen during each 30-day rotation.

A Top Notch Cleaning Program

- The SFSPac cleaning materials are non-caustic, non-abrasive and have been designed to provide employees with the safest formulations possible.
- Where standards are available, SFSPac cleaning materials are Green Seal™ Certified.
- Many SFSPac cleaning detergents contain no volatile organic compounds (VOC), and have no hazards as defined by the OSHA Hazard Communication, 29 CFR 1910.1200.
- Color-coded spray bottles, buckets, and ancillary support items such as oven scrapers, Pac cutters, goggles and personal protective equipment will be provided as needed.
- Color-Coded Material Safety Data Sheets in English and Spanish will be provided, monitored, and updated at each site.
- The program includes a complete hand care program that features Stockhausen® Estesol®, Food Handler anti-microbial hand soap and Stoko-Lotion hand cream and all dispensers.
- The SFSPac Kid Clean Staff recognition and motivation program is designed to recognize the success of employees at the site level.



Cleaning Detergents Proposed

Material Specifications

SFSPac® cleaning detergents were designed specifically for use in school food service operations and are packaged in **pre-measured portion controlled concentrated packages**. Each item arrives in a small box containing between 30 and 130 Pac® brand pouches. This provides for ease of storage and ample product inventory until our next service visit. Our products are used in thousands of school food service operations throughout the country.

SFSPac® detergent Pac® brand pouches and boxes are lightweight and designed with the cafeteria worker in mind. Our packaging was created to require only a small storage footprint that reduces the need for valuable shelf space, particularly in smaller kitchens. The cleaning material packages are easily opened with a Pac® Cutter or by using the convenient tear slot. Package labeling exhibits clear directions in English and Spanish.

All SFSPac® cleaning detergents utilize the “**Rule of One**” mixing concept: simply fill to the bottle’s marked line and add the contents of one Pac® brand pouch. For ease of use and identification, each detergent has been color-coded to match its corresponding SDS, dispenser, instruction sheet, and packaging. Detergents dilute instantly in hot or cold water, make an effective cleaning solution which leaves no film or residue, and will not stain or discolor equipment when used at recommended proportions.

SFSPac® cleaning detergents conserve resources and energy throughout their life cycle. Our detergents have achieved, or are under review for, Green Seal™ certification where standards exist. All SFSPac® cleaning detergents meet or exceed the California Air Quality Control Board (CAB) Standard, and the SFSPac® Sanitizer and Germicidal Detergent used in our program are EPA-registered.

Furthermore, most SFSPac® cleaning detergents contain no volatile organic compounds (VOC), and, where indicated, have no hazards as defined by the OSHA Hazard Communication Standard, 29 CFR 1910.1200.

SFSPac® cleaning detergents are biodegradable, butyl free, acid free, and phosphate free. SFSPac® cleaning detergents contain no carcinogens, asthmagens or mutagens. All products are manufactured in the same facility and utilize the same manufacturing standards as those products inspected and certified by Green Seal™. SFSPac® cleaning detergents use only food grade or natural dyes in compliance with Green Seal™ requirements.



Cleaning Detergents Proposed

Additionally, all SFSPac® cleaning detergent bottles exceed the Green Seal™ requirement that packaging is made from 25% post-consumer materials. SFSPac® bottles are made from 40% post-consumer content, which is the highest in the industry. SFSPac® proposes to provide the following cleaning detergents in quantities sufficient to maintain proper levels of sanitation as required by the school district and local Health Authorities. SFSPac® cleaners are safe for use around food service preparation, serving, storage and dining areas.

SFSPac® will provide the appropriate properly labeled spray bottles and mixing containers for use with the cleaning materials listed below. We will also supply, and post, wall instruction charts detailing mixing and use instructions in both English and Spanish.

Safety Data Sheets will be supplied for all products and we will complete an audit of potentially hazards chemicals as required by the OSHA HazCom Standard.

A complete list of ancillary items to be provided to the district will follow the subsequent product descriptions.

Pot and Pan Detergent (For manual ware wash sinks)

High sudsing, long-lasting detergent cuts through the toughest grease. Gives pots, pans and other utensils a bright, clean luster. Concentrated liquid blend of high-sudsing, long lasting detergent for manual ware washing applications. Product is odorless, leaves no film or residue and does not stain or discolor. Dilutes instantly in hot or cold, hard or soft water. Not affected by freezing. Biodegradable. Requires a potable water rinse following use on food preparation or serving surfaces. Product contains no volatile organic compounds (VOC's), and does not have hazards as defined by the OSHA Hazard Communication Standard, 29 CFR 1910.1200. Green Seal™ certified. Meets previous USDA A1 Rating requirements. Each pre-measured Pac® brand pouch makes one quart bottle of concentrate or 25 gallons of usable solution when mixed with water. **SFSPac® Pot & Pan Detergent**



Cleaning Detergents Proposed

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

To be used manually and/or with machines for removing soil, grease and other substances on floors, walls, table tops, counters and all washable hard surfaces. Product is low sudsing, easy to rinse, leaves no film or residue and does not stain or discolor when used as directed. Requires potable water rinse if used on food preparation surfaces. Dilutes instantly in hot or cold, hard or soft water. Not affected by freezing. Biodegradable and phosphate free. Product contains no volatile organic compounds (VOC's), and does not have hazards as defined by the OSHA Hazard Communication Standard, 29 CFR 1910.1200. Green Seal™ certified. Meets previous USDA A1 Rating requirements. Each pre-measured Pac® brand pouch makes one quart spray bottle or 2 gallons of mopping solution. **SFSPac® All Purpose Detergent**

Multi-Purpose Degreaser/Oven Cleaner (For degreasing floors, nonfood surfaces and spray applications)

Concentrated liquid detergent to be used for heavy duty cleaning and degreasing of fryers, hoods, ranges, floors and other difficult to clean surfaces. Dilutes instantly in hot or cold, hard or soft water. Not affected by freezing. Biodegradable. Product contains no volatile organic compounds (VOC's), and does not have hazards as defined by the OSHA Hazard Communication Standard, 29 CFR 1910.1200. Green Seal™ certified. Each pre-measured Pac® brand pouch makes one quart spray bottle or 4 gallons of mopping solution. **SFSPac® Degreaser**

Sanitizer

Concentrated, liquid EPA registered quaternary sanitizing agent for use in manual ware-washing applications, to sanitize pots, pans, utensils, fixed equipment, food contact surfaces, and wiping cloths. Provides 200ppm active quaternary sanitizer (This solution is equivalent to 50ppm available chlorine). Dilutes instantly in hot or cold, hard or soft water. Not affected by freezing. No potable water rinse required. Product does not have hazards as defined by the OSHA Hazard Communication Standard, 29 CFR 1910.1200. Sanitizer Test Strips will be supplied at no additional charge. Meets previous USDA D2 Rating requirements. Each pre-measured Pac® brand pouch makes 64 quart spray bottles, one bucket for wiping cloths or 17 gallons in a three-compartment sink. **SFSPac® Sanitizer**



Cleaning Detergents Proposed

Germicidal Detergent (For general cleaning and disinfecting)

pH Neutral concentrated liquid, EPA registered quaternary ammonium compound, with excellent detergent properties for cleaning tabletops, sneeze guards, glass, stainless steel, milk coolers, washroom fixtures, and other general cleaning. Has a broad spectrum of effectiveness against a variety of micro-organisms including HIV-1 (the virus that causes AIDS), MRSA, and Influenza A. Eliminates odor forming bacteria; leaving no masking or cover up odor. Dilutes instantly in hot or cold, hard or soft water. Leaves no film or residue and does not stain or discolor when used as directed. Not affected by freezing. Product does not have hazards as defined by the OSHA Hazard Communication Standard, 29 CFR 1910.1200. Meets previous USDA D2 Rating requirements. Each pre-measured Pac® brand pouch makes 64 pint spray bottles or 6.5 gallons of usable solution. **SFSPac® Germicidal Detergent**

Hand Care

Hand Soap

It is a soap-free skin cleanser with strong washing power and very good skin compatibility. It thoroughly cleans all light dirt which can be removed without the use of scrubbers and solvents. To improve skin compatibility, Estesol contains a mild surfactant made up of sugar tensides. It is packaged in 100 percent recyclable collapsible 2,000 ml bottles. Dispensers will be supplied at no additional charge. Green Seal™ Certified. **Stoko Estesol**

Skin Defense Hand Cream/Lotion

Product is only slightly fatty, silicone-free skin protection and skin care lotion, which spreads easily, works well into skin and leaves no residual fat residue. Lotion to be packaged in 100 percent recyclable collapsible 1,000 ml bottles. Dispensers will be supplied at no additional charge. **Stoko Lotion**

Protective Barrier Cream

Product is a water-repellent protective cream for the skin to use against aqueous media such as cleaning and disinfectant agents, acids, alkalis and water mixed oils. Perfume free, fatty, silicone-free cream of the water-in-oil emulsion type. Product is packaged in individual tubes for ease of use. **Stoko Durapro**



Mechanical Ware Wash System



Mechanical Ware Washing

Service Overview

Service Calls will be performed during the regularly scheduled SFSPac® service call. A comprehensive Service Check is performed on each visit. This inspection surveys both mechanics and procedures of the dish room. SFSPac will on each service visit complete a check list verifying compliance with your food safety program standard operating procedures. Data is entered into our proprietary IcePac™ Software to document compliance/non-compliance and corrective action training. These reports are designed to communicate areas of success, concern and areas for improvement.

Technology-Dispensers

State-of-the-Art Digital Dispensing allows for accurate and efficient chemical performance. All equipment is loaned at no charge to the district. We utilize Dema electronic chemical dispensers for each dish-machine providing the SFSPac Service Representatives with digital readouts regarding, number of racks, de-liming cycles and proper chemical injection.

Service Specifications for My Terra Ware Washing System

SFSPac proposes the following ware wash services as an integral part of the SFSPac Food Safety and Sanitation System. The system will consist of, but not be limited to, the following components:

- Just-In-Time inventory will be provided at each site on a 30 Working Day rotation cycle.
- Service reports will be sent electronically after each visit to the Child Nutrition Director. Reports will include date, service time devoted to each site, a brief description of the training, services provided, and monthly Education Module that was presented during the visit.
- Instructional posters outlining proper handling of dish machine detergents will be placed in each facility. Method to secure posters at each site will be provided.
- All emergency requests will take place in a maximum 24 hour period and all calls for chemicals and supplies will be within 24 hours.
- Color-Coded Material Safety Data Sheets will be provided, monitored, and updated at each site.
- Upon installation of the equipment, all staff will receive in-service training on equipment, proper operation and maintenance of the dish machine. Site-based training will be performed on proper racking, de-liming, appropriate workflow, sanitary loading and unloading and maintenance checkpoints.



Mechanical Ware Wash System



Ware Washing Detergent Specifications

- My Terra products will clean pots, pans, non-disposable serving trays, small wares, etc., and leave no film or residue and will not stain or discolor equipment.
- All My Terra detergents, rinse additives and sanitizers are designed for use in commercial ware washing systems.
- My Terra dish machine detergents are currently being used in school districts throughout the country.

SFSPac utilizes dish-machine detergents that were designed for use in Child Nutrition Operations and EPA registered sanitizers that are dispensed from color-coded and number coded closed loop containers, specifically designed for use in our proprietary **My Terra Dish Machine Program**. The **Closed Loop System** prevents employees from any contact with the chemicals. Chemicals are not released from the container until they are placed in the rack and snapped into place. Products that will be furnished:

- My Terra Dish Machine Detergent
Packaged in 1 Gallon Closed Loop Containers. Utilizing the latest advances in formulating technology, we have designed a product that can be used in high and low temperature applications as well as hard and soft water. Helps to minimize your delivery and inventory costs as well as storage space. Quickly emulsifies greasy soils for easy removal. Rinses quickly and easily from surfaces. The product is environmentally preferred as it does not contain Phosphates or NTA.
- My Terra Delimer/Descaler
Packaged in 1 Gallon Containers. A powerful, fast acting liquid acid product designed to rid the dish machine of scale and lime formations due to hard water precipitates. This balanced product works quickly to brighten internal surfaces and leave them sparkling. Contains special surfactants that degrease and clean internal surfaces of machine.
- My Terra Rinse Additive
Packaged in 1 Gallon Closed Loop Containers. Utilizing the latest advances in formulating technology, we have designed a product that can be used in high and low temperature applications as well as hard and soft water. Provides consistent, spot free drying. Rinses quickly and easily from surfaces.



Mechanical Ware Wash System

The below items are available at additional cost. These items are not automatically included in the Ware Wash Program.

- My Terra Low Temp Sanitizer
Packaged in 1 Gallon Containers. A concentrated, chlorine sanitizer for sanitizing freshly cleaned dishes in a commercial dish machine. Our system helps to minimize your delivery and inventory costs as well as storage space.
- My Terra Laundry Detergent
Powered Detergent Packed in a 25# pail. A concentrated, low sudsing detergent for use in commercial wash machines. Helps to remove soils and keep them in suspension for easy rinsing. Contains borax to aid in conditioning wash water and to help remove objectionable odors from fabrics and linens.
- My Terra OxyClean (Laundry Destainer)
Packaged in 2/8 pound case. Non-Chlorinated Destainer. A granulated, oxygen releasing compound formulated to provide fast, safe destaining power for color fabric and whites.
- My Terra Freeze Clean
Packaged in 1 Gallon Containers. A highly effective floor cleaner designed to work at temperatures to -12°F. This water soluble cleaner is perfect for use on floors in coolers, freezers and all other cold storage areas. Removes most soils and grime. Helps to control odors.



Green Seal,™ Inc. Proudly Presents Certification to

PortionPac Chemical Corporation

Green Seal, Inc. certifies that the following product complies with the Green Seal Standard for Cleaning Products for Industrial and Institutional Use (GS-37) and is licensed to use the Green Seal Certification Mark:

SFSPac All Purpose Cleaner
(specific package sizes listed in certification letter)

Recertified this 27th day of March, 2015.
Recertified July 19, 2010.
Originally certified February 3, 2006.

A handwritten signature in black ink, appearing to read "Arthur B. Weissman".

Arthur B. Weissman, Ph.D., President & CEO



Green Seal,™ Inc. Proudly Presents Certification to

PortionPac Chemical Corporation

Green Seal, Inc. certifies that the following product complies with the Green Seal Standard for Specialty Cleaning Products for Industrial and Institutional Use (GS-53) and is licensed to use the Green Seal Certification Mark:

SFSPac Pot & Pan Detergent
(specific package sizes listed in certification letter)

Recertified this 27th day of March, 2015.
Originally certified September 25, 2012.

A handwritten signature in black ink, appearing to read "Arthur B. Weissman".

Arthur B. Weissman, Ph.D., President & CEO



Materials List

ITEM #	SFSPac Cleaning Materials
SFS14/15	Heavy Duty Pot and Pan Detergent
SFS5	All Purpose Cleaner
SFS30	Multi-Purpose Degreaser/Oven Cleaner
SFS17	Sanitizer
SFS20N	Germicide Detergent
SFS85	Liquid Hand Soap
SFS90	Stoko Skin Defense Hand Cream/Lotion
SFS95	Durapro Barrier Cream
ITEM #	My Terra Dish Machine Materials
PA00023	My Terra Dish Machine Detergent
PA00024	My Terra Rinse Drying Agent
PA00025	My Terra Low Temp Sanitizer
PA00028	My Terra Delimer
	Dema Detergent Dispensers
ITEM #	SFSPac Ancillary Items
FS1032	All-Purpose 32 oz Green Spray Bottle
FS1532	Heavy Duty Pot and Pan 32 oz Squeeze Bottle
FS1732	Sanitizer 32 oz Spray Bottle
FS1764	Sanitizer 64 oz Stock Bottle
FSBUC	Sanitizer Bucket
AS00002	Sanitizer Thermometer Cup
FS2016	Germicidal Detergent 16 oz Spray Bottle
FS2064	Germicidal Detergent 64 oz Stock Bottle
FS3016	Degreaser/Oven Cleaner 16 oz Bottle with Foaming Sprayer
FS3032	Degreaser 32 oz Spray Bottle
FS0017	Pac Cutter with tie
AT00015	Fill To Sink Marker (Wash)
AT00016	Fill To Sink Marker (Rinse)
AT00017	Fill To Sink Marker (Sanitize)
AT00018	Food Prep Sink Marker
L000116	Test Strip Poster (Bi-Lingual)
AS0QT40	Sanitizer Test Strips
L000073	Product Usage Chart (Bi-Lingual)
L000010	Dishwashing Instruction Chart (Bi-Lingual)
L000011	Hand Care System Chart/Sinage (Bi-Lingual)
L000012	Laundry System Chart (Bi-Lingual)
L000133	Table Cleaning Chart (Bi-Lingual)
L000106	Environmental Poster
L000137	My Terra Instructional Poster (Bi-Lingual)
L000129	My Terra Delimer Poster (Bi-Lingual)
MSDS	Material Safety Data Sheets (located in P&R Guide)
SANILOG	Sanitizer Log (located in P&R Guide)
E000008	SFSPac Procedure and Reference Guide (Bi-Lingual)
T000049	Loss Prevention Manual (Safety Training Material)
E000002	Sample HACCP Binder
E000006	SFSPac Education Video (Bi-Lingual)
A000001	Hand Cleanser and Lotion Dispensers
AS00001	Oven Scrapers
AI00009	General Cleaning Gloves
AI00003	Elbow Length Pot & Pan Gloves
AI00011	Safety Goggles



Division of PortionPac Chemical Corp.

Staff Qualifications & References



Division of PortionPac Chemical Corp.



SFSPac Staff

SFSPac® Service personnel are factory certified instructors of our copyrighted SFSPac® Food Safety & Sanitation System. All staff are required to be ServSafe Certified, OSHA Certified, CPR Certified, SNA Certified and are qualified to present the instruction required by this RFP.

CHUCK AINSWORTH



Chuck Ainsworth
SFSPac® Division Manager
PortionPac Chemical Corporation
400 North Ashland Avenue
Chicago, IL 60622
Phone: 800-289-7725 ext. 5252
Fax: 312-226-5400
e-mail: cainsworth@portionpaccorp.com

Chuck is the Contract Administrator and has direct oversight of the SFSPac Program nationally.

Chuck has been involved with the SFSPac® Sanitation & Safety Program since 1991. During that tenure he has been responsible for managing the growth of the SFSPac division in 21 distribution sites throughout the United States. Chuck has worked in every aspect of the program from manufacturing to program delivery in schools. Additionally, Chuck has worked with Child Nutrition Programs since 1979 and served on the boards of four State School Nutrition Associations, the National School Nutrition Association Executive Board, Child Nutrition Foundation Board and co-authored "Implementing HACCP in Child Nutrition Programs". In 2009, Chuck was named SNA's Industry Person of the Year. Chuck's credentials include:

- **ServSafe Certified Instructor**
- **CPR Certified Instructor**
- **HACCP Certified Instructor**
- **OSHA Certified**
- **SNA Certified**

Operational Oversight

TOM OLIVER



Tom Oliver
SFSPac® Director, Corporate Distribution
PortionPac Chemical Corporation
400 North Ashland Avenue
Chicago, IL 60622
Phone: 800-289-7725 ext. 5261
Fax: 312-226-5400
e-mail: toliver@portionpaccorp.com

Tom manages operational oversight of the SFSPac Program nationally.

Tom has been involved with the SFSPac® Sanitation & Safety Program since 2000. He is directly responsible for oversight of our corporate distribution sites in Arkansas, Mississippi, Louisiana, Virginia, North Carolina, South Carolina, Georgia, Florida, Northern California, Oklahoma, Tennessee and Texas. He manages the activities of our Regional Managers in each of the above-mentioned locations.

- **ServSafe Certified Instructor**
- **CPR Certified Instructor**
- **OSHA Certified**
- **SNA HACCP Certified Instructor**
- **SNA Certified**

Regional Managers

JOEY McLAUGHLIN



Joey McLaughlin
SFSPac® Regional Manager
PortionPac Chemical Corporation
Phone: 312-447-5268
Fax: 312-226-5400
e-mail: jmclaughlin@portionpaccorp.com

- ServSafe Certified Instructor
- CPR Certified Instructor
- OSHA Certified
- SNA HACCP Certified Instructor
- SNA Certified

has been working with SFSPac® since 1999. He is the regional manager for Louisiana, Mississippi, Arkansas, and Oklahoma. His responsibilities include setting up the service schedule, account maintenance and coordinating district training sessions.

JAN ARMS



Jan Arms
SFSPac Regional Manager
PortionPac Chemical Corporation
Phone: 312-447-5265
Fax: 312-226-5400
e-mail: jarms@portionpaccorp.com

- ServSafe Certified Instructor
- CPR Certified Instructor
- OSHA Certified
- SNA HACCP Certified Instructor
- SNA Certified

Jan has been involved with SFSPac® since 1998. She has been responsible for the direct account oversight for the Georgia, Florida, and Tennessee territories since 2001. Her responsibilities include setting up the service schedule, account maintenance and coordinating district training sessions.

Regional Managers

LEEJAY MORENO



LeeJay Moreno
SFSPac® Regional Manager
PortionPac Chemical Corporation
Phone: 312-447-5258
Fax: 312-226-5400
e-mail: lmoreno@portionpaccorp.com

- ServSafe Certified
- HACCP Certified
- OSHA Certified

LeeJay has been involved with SFSPac® since 2011. He is the regional manager for the state of Texas. His responsibilities include setting up the service schedule, account maintenance, and coordinating district training sessions.

Area Managers

PATRICK DeCHEMILLY



Patrick DeChemilly
Food Safety Specialist
PortionPac Chemical Corporation
Phone: 312-447-5278
Fax: 312-226-5400
e-mail:
pdechemilly@portionpaccorp.com

- ServSafe Certified instructor
- CPR Certified

Patrick is one of the Area Managers responsible for service to schools in the state of Georgia, Tennessee, and Florida.

BERNARD MENDEZ



Bernard Mendez
Service Manager
PortionPac Chemical Corporation
Phone: 312-447-5262
Fax: 312-226-5400
E-mail: bmendez@portionpaccorp.com

- ServSafe Certified
- CPR Certified
- OSHA Certified
- SNA Certified

Bernard is a service manager in the State of Texas. He has responsibility for setting up service schedules, training new employees and overseeing program compliance with our Food Safety Specialists.

Area Managers

WALLACE WILLIAMS



Wallace Williams
Service Manager
PortionPac Chemical Corporation
Phone: 312-447-5283
Fax: 312-226-5400
e-mail:
wwilliams@portionpaccorp.com

- ServSafe Certified
- OSHA Certified
- HACCP Certified
- SNA Certified
- CPR Certified

Wallace is a service manager in the State of Texas. He has been with the company since 2003 and is responsible for quality assurance, service schedules, and district oversight.

MARCIA RHODEN



Marcia Rhoden
Service Manager
PortionPac Chemical Corporation
Phone: 312-447-5282
Fax: 312-226-5400
E-mail: mrhoden@portionpaccorp.com

- ServSafe Certified Instructor
- SNA Certified
- CPR Certified
- OSHA Certified
- HACCP Certified

Marcia is the Area Manager for the State of Virginia. She has been with the company since 2006 and is responsible for quality assurance, service schedules, and district oversight.



Consultant

MELISSA MABRY



Melissa Mabry
SFSPac® Consultant
PortionPac Chemical Corporation
1814 Hwy. 51 South
Homer, GA 30547
Phone: 312.447.5276
Fax: 800-548-5866
e-mail: mmabry@portionpaccorp.com

- ServSafe Certified Instructor
- SNS Credentialed
- Serving It Safe Trainer
- SNA Healthy Edge Trainer
- GDOE Certification, Administration & Food Service Direction

Melissa joined the SFSPac® team in July 2007. Melissa has 15 years experience as a School Nutrition Director and 2 years experience as Area Consultant for the Georgia Department of Education. She has extensive experience in training and administration in the area of school nutrition programs. Melissa's involvement will include food safety training, HACCP Assessments, SFSPac® Program Training and providing any other additional services that may be needed.



Client References

The following is a partial list of SFSPac® clients who have the **SFSPac® Food Safety & Sanitation System** in place.

Michael Rosenberger
Director of Child Nutrition
Irving ISD
800 N. O'Connor Road
Irving, TX 75061
Phone: 972-600-6900
E-Mail: mr@irvingisd.net

Judy Sargent
Director of Child Nutrition
Birdville ISD
3120 Carson Street
Fort Worth, TX 76117-4212
Phone: (817) 547-5860
E-mail: judy_sargent@birdville.k12.tx.us

Rochelle Sherrin
Director of Child Nutrition
Carrollton-Farmers Branch ISD
1505 Randolph Rd.
Carrollton, TX 75006
Phone: (972) 968-6394
E-Mail: sherrinr@cfbisd.edu

Jean Mosley
Director of Child Nutrition
Coppell ISD
1303 Wrangler Circle
Coppell, TX 75019
Phone: (214) 496-8070
E-Mail: jmosley@coppellisd.com

Wade Henderson
Child Nutrition, Equipment & Supplies
Garland ISD
P.O. Box 469026
Garland, TX 75046-9026
Phone: (972) 494-8201
E-mail: WJHender@garlandisd.net



Child Nutrition

3120 Carson St. Haltom City Texas 76117

817-547-5860

May 21, 2012

To Whom It May Concern:

I am pleased to recommend SFSPac as a service provider for food and sanitation for the Birdville ISD. We have used them for several years and are very pleased. Their products and serviced are both superior.

The company and their staff go above and beyond to make sure that our staff is completely trained on all aspects of chemical use. The services that they provide with HAACP and food safety allow my supervisory staff to refocus their energy on other issues.

Each year at our in-service there is a representative from SFS that comes and speaks to the staff about safe handling of chemicals in their daily jobs. Whenever we have a question or issue, they are always there to answer or handle the problem. I am very proud to be associated with such a professional, caring and friendly staff.

Sincerely,

A handwritten signature in black ink that reads "Judy Sargent". The signature is written in a cursive style with a large, stylized "J" and "S".

Judy Sargent
Director of Child Nutrition



SCHOOL BOARD

Barbara A. Harvey
Chairman

Walter E. Miller
Vice Chairman

Robert C. Gause
Harry G. Kinnan
Jane R. Pfeilsticker

SUPERINTENDENT

Dr. Roger Dearing

SCHOOL DISTRICT OF MANATEE COUNTY

January 14, 2008

To Whom It May Concern

I am pleased to recommend SFSPac as a service provide for food safety and sanitation. Their products and the service provided are both superior. While we have only been a customer since July 2007, they have demonstrated their commitment to food safety and sanitation. Knowing that they provide training, retraining, accountability and inventory management is reassuring in this industry. The services they provide with HACCP and food safety allow my supervisory staff to refocus their energy on other issues. Their products are so easy to use, that they are used! The transition from our previous provider to SFSPac was smooth and painless.

We look forward to a continuing work relationship with the SFSPac team.

Sincerely,

Sandra Ford, SNS
Director, Food and Nutrition
941-751-6550, ext 2131

P.O. Box 9069
Bradenton, Florida
34206-9069
215 Manatee Ave. W.
Bradenton, FL
34205
PH. (941) 708-8770
FAX. (941) 708-8686
www.manateeschools.net



101 Old Venice Road • Osprey, Florida 34229 • Telephone 941-486-2199 • Fax 941-486-2021

May 23, 2012

To Whom It May Concern,

It gives me great pleasure to serve as a reference for SFS Pac. The company, SFS Pac, is one of the most responsible and responsive companies we work with. The entire program is geared to the school nutrition arena, with an unequalled understanding of their customers.

As I consider the issues that elevate SFS Pac above their competition, here are the items of greatest importance to me, as the director of a school district child nutrition program:

1. Employee safety – the chemicals are designed to be easily handled, the instructions are easy to read, and the comprehension level of even an entry-level child nutrition employee is taken in to consideration. After some serious Worker's Compensation claims caused by chemical burns (from a previous chemical provider), this is a huge issue to me.
2. Employee training – posters, on the job training, and training modules are all a part of the overall training program provided by SFS Pac. The SFS Pac Service Technicians take great pride in the assistance provided to our program, and make it a personal goal to provide exceptional service.
3. An "extra set of eyes" – the Service Technician also serves as, essentially, another Area Supervisor in our program. We are made aware of issues that require immediate attention, and can respond quickly and efficiently.
4. Reports – after school visits, the Service Technician creates and submits a report to our Central FNS Office, which is reviewed by the Area Supervisors and me. These reports help identify potential problems and allow us to troubleshoot or assist school managers in making corrections.
5. Just in time inventory – unlike other arrangements we have had in the past, having products delivered when, and as they are needed is important for financial control. Stockpiling of products ties up departmental funds and is related to issues such as inaccurate inventory and potential pilferage.

SFS Pac fulfills two of my most important criteria – they deliver what they promise to the school district, and they provide competent, responsive customer service. If you have any questions, please give me a call.

Sincerely,

Beverly Girard, Ph.D., M.B.A., R.D.
Director, Food and Nutrition Services



2501 63rd Ave E Bradenton, FL 34203 941-751-6550, ext 2131 FAX: 941-751-7373

October 4, 2011

To whom it may concern:

The Manatee County School District's Food and Nutrition Services Department has been using SFSPac since August of 2007 and I am writing this letter to acknowledge the work ethic, professionalism, and experience of SFSPac Chemical Corporation.

First, we would like to recognize the work ethic of SFSPac. They work tirelessly to help our department solve issues, and find solutions to help us continually move forward. Their staff in the field is always available and ready to assist in any way need.

A new bid was awarded to SFSPac in August 2010 and at that time we added dish machines to our service. We have been very satisfied with that decision since it has saved us both time and money.

Also, included in that bid was the provision that SFSPac take on a larger role in relation to our HACCP program. This includes conducting an annual GAP analysis and providing us with timely reporting on findings. In addition they provide continuous HACCP training for employees and ongoing monitoring of HACCP procedures. These services have strengthened our program and have allowed us to easily identify areas for improvement.

In September of 2011 we started the implementation process for Smart Temp. We are still in the set up phase but we believe that this product will be an asset to us due to its interface with our Horizon system and its extensive reporting capabilities.

We are very pleased with the service given by SFSPac and with the effectiveness and ease of use of their chemicals. We would recommend SFSPac Chemical Corporation to any school district, large or small, for their great chemicals, education, and problem solving skills.

Sincerely,
Regina Thoma
Assistant Director
Manatee County Food and Nutrition Services

VICKSBURG WARREN SCHOOL DISTRICT

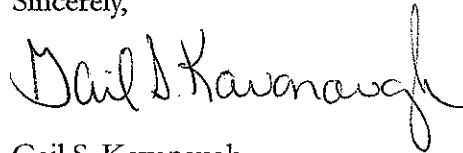
May 23, 2012

Chuck Ainsworth
SFSPac Division Manager
Potion Pac Chemical Corporation
400 N. Ashland Ave.
Chicago, IL 60622

Dear Chuck:

It is a pleasure to recommend SFSPac to any school district considering sanitation and safety services. SFSPac has provided Vicksburg Warren School District with a comprehensive program which includes sanitation products, training, and HACCP/Loss Prevention programs that are customized for each school. The portion control system has certainly simplified employee training and cost control issues. I can truly say that the customer service provided by this company is excellent. SFSPac has become an integral and essential part of our food service operation.

Sincerely,



Gail S. Kavanaugh
Child Nutrition Director



Division of PortionPac Chemical Corp.

Program Forms & Logs



Division of PortionPac Chemical Corp.



Training Log

Food Service Sanitation Program Video

School District: _____

Food Service Director: _____

Instructor _____

Location: _____ Date: _____

Name	Signature

SFSPac® Training Video Quiz

Multiple Choice - (circle the correct answer)

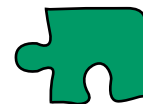
1. Which SFSPac product is recommended for cleaning ovens, racks, hoods & fryers?
a. Sanitizer b. Germicidal Detergent c. Degreaser
2. Which SFSPac product is recommended for cleaning cafeteria tables?
a. Sanitizer b. Germicidal Detergent c. Degreaser
3. What are we trying to prevent when cleaning cafeteria tables?
a. Dust b. Cross-Contamination c. Grease Build-up
4. To mix the SFS17 Sanitizer in the spray bottle, fill the bottle to the line with water and add:
a. 1 pac of Sanitizer b. 1 pump of Sanitizer Stock Solution c. Bleach
5. Using the "Rule-of-1", how do you mix the Germicidal Detergent in the spray bottle?
a. 1 pac of SFS20 b. 1 pac of Sanitizer c. 1 pump of Germicidal Stock Solution
6. What product goes in the first compartment of the 3-compartment sink?
a. Sanitizer b. All-Purpose c. Pot & Pan Detergent
7. What product goes in the third compartment of the 3-compartment sink?
a. Sanitizer b. All-Purpose c. Pot & Pan Detergent
8. The SFS10 All Purpose Cleaner is mixed in what color bottle?
a. Red b. Grey c. Green
9. "It's cool to eat _____!"
a. in the Library b. in School c. in the Kitchen

True or False (circle correct answer)

10. Wiping cloths should be stored in the Sanitizer Bucket when not being used throughout the day to prevent cross contamination. TRUE / FALSE
11. The SFS20 Germicidal Detergent should be used to clean and disinfect food contact surfaces and equipment. TRUE / FALSE
12. Food contact surfaces and equipment such as a Slicer, only need to be "washed" and "rinsed." TRUE / FALSE
13. You should never use the SFS30 Degreaser to mop a greasy floor. TRUE / FALSE
14. Gloves should always be worn when using SFS30 Degreaser. TRUE / FALSE
15. The MSDS (Material Safety Data Sheets) provide important information regarding each chemical formulation. TRUE / FALSE



Education Module



Education Module Topics

General-

- Table Cleaning
- Table Cleaning with Germicidal Detergent
- Hand Washing
- Chemical Mixing and MSDS
- MRSA Awareness and Prevention
- Restroom Cleaning
- Proper Personal Hygiene
- Burn Prevention
- Preventing Slips and Falls
- Proper Lifting
- Wiping Cloth Bucket
- Drain Maintenance
- Oven Cleaning
- Cross Contamination
- Food Handler Gloves
- Food Contact Surfaces

HACCP-

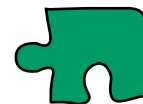
- Time and Temperature
- Safe Food Handling
- Thermometers and Calibrations
- Holding Foods
- Transporting Food
- Receiving
- Service Temperatures
- Cooling Food
- Reheating Food
- End-Point Cooking Temperatures
- Food safety Record Keeping

H1N1-

- H1N1 Awareness and Prevention



Education Module



Attendance Roster

School District: _____ **State:** _____

Education Module: _____

Instructor: _____

Location: _____ **SNA CEU:** _____ **Date:** _____

[illegible]



Education Modules

Daily Dish Machine Cleaning

Dish Machine Exterior Cleaning

Dish Machine Curtain Cleaning

Dish Machine Deliming

Dish Machine Proper Loading and Unloading

Wash and Rinse Arm Inspection





Service Temperature Log

Week of: _____

School: _____













































































































Date	Time	Menu Item	Temperature		Temperature		Corrective Action
			Start	Initials	End	Initials	

**PLEASE REPORT READINGS THAT DO NOT FALL IN THE OPTIMAL RANGES TO THE UNIT SUPERVISOR. HOT FOODS MUST BE AT 140 ° F OR HIGHER AND COLD FOODS MUST BE AT 45 °F OR LOWER.
Corrective action must be noted if temperatures fall outside of appropriate range.**



Sanitizer Log

School: _____

Date	Time	Source Tested			PPM Result	Corrective Action Taken	Signature
		 #:	 #:	 #:			
		 #:	 #:	 #:			
		 #:	 #:	 #:			
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Visit Number 1 of 12 Visits in this Report

District: EXAMPLE

Site Name: Fisher Elementary School
 Address: 2920 Watters Rd, Pasadena, TX 77502
 Day Serviced: Wednesday from 07:22 to 08:20

Pasadena ISD Route 1

Site Contact: Emma Cruz
 Service Tech: Moises Vazquez
 Service Date: 02/10/16

Areas of Review 1 - 9

- Compliant----- Formalized Training Education Modules and Quizzes
- Compliant----- Verification of Specialized Training and Education
- Compliant----- Personal Hygiene
- Compliant----- Receiving Food
 - *Staff maintaining receiving logs for TCS (Time and Temperature Control for Safety Foods).*
- Compliant----- Dry Storage
 - *Dry Storage logs current.*
- Compliant----- Cold Storage Equipment Temperature Log
 - *Equipment temperature logs current.*
- Compliant----- Cold Storage Equipment
 - *Food stored in cold storage units are properly labeled and organized.*
- Compliant----- Hand Washing Procedures and Hand Washing Areas
 - *Hand washing station(s) are accessible, equipped and properly maintained*
- Compliant----- Food Handler Gloves
 - *Observed Food handler gloves being used correctly during food preparation.*
 - *Observed Food handler gloves being used correctly during meal service.*

Areas of Review 10 - 16

- Compliant----- Thermometer Sanitizer Cup
 - *Sanitizer tested correctly per manufacturer's specifications.*
- Compliant----- Food Thermometer Usage
 - *Observed food thermometer being used properly.*
- Compliant----- Wiping Cloth Buckets
 - *Wiping cloths stored properly in sanitizer in wiping cloth bucket.*
- Compliant----- Sanitizer Strength in Wiping Cloth Bucket
 - *Tested sanitizer in bucket. Tested within manufacturer's specifications.*
- Compliant----- Sanitizer Strength in Bottle
 - *Sanitizer bottles tested correctly per manufacturer's specifications.*
- Compliant----- Food Preparation Area and Equipment

Areas of Review 17 - 25

- Compliant----- Cooking
 - *Staff recording end point cooking temperatures and time correctly.*
- Compliant----- Ovens
- Compliant----- Vents, Fans and Hoods
- Compliant----- Hot Holding of TCS (Time and Temperature Control for Safety Foods)
- Compliant----- Serving TCS (Time and Temperature Control Safety Foods)
 - *Serving temperatures and times are being documented correctly for TCS foods.*
- Compliant----- Serving Areas (Including Serving Line Area and Serving Equipment)
 - *Serving areas are clean and sanitized.*
- Compliant----- Cooling TCS (Time and Temperature for Safety Foods)
- Compliant----- Reheating TCS (Time and Temperature Control for Safety Foods)

Areas of Review 26 - 33

- Compliant----- Manual Dishwashing Area

Visit Number 1 of 12 Visits in this Report

District: EXAMPLE

Site Name: Fisher Elementary School
Address: 2920 Watters Rd, Pasadena, TX 77502
Day Serviced: Wednesday from 07:22 to 08:20

Pasadena ISD Route 1

Site Contact: Emma Cruz
Service Tech: Moises Vazquez
Service Date: 02/10/16

Areas of Review 26 - 33

- Dishwashing area clean and in good condition.

Compliant----- Test Strips

Compliant----- Sanitizer Strength in Sink

- Sanitizer tested correctly in sanitizer sink per manufacturers recommended ppm.

Compliant----- Sanitizer Log Current

- Sanitizer logs current.

Compliant----- Dishmachine Area and Dishmachine Logs

- Dish Machine wash temperatures are being taken and documented correctly.
- Hi Temp Dish machine rinse temperature is being observed and documented correctly.
- Repaired Sanitizer/Rinse/Detergent pump.
- Serviced Warewash Program. Equipment in need of repair. Notified Maintenance.

Compliant----- Stainless Steel Cleaning of Non-Food Contact Surfaces

Compliant----- Floor Condition and Appearance

Compliant----- Cleaning and Sanitizing

Areas of Review 34 - 42

Compliant----- Personal Protection Equipment

Compliant----- Proper Mixing and Usage

- Replaced worn or missing SFSPac accessories (bottles, buckets, pac cutters, charts) as needed.

Compliant----- Chemical Storage and Accessories

- Chemicals filled and stored correctly.

Compliant----- SFSPac Procedure and Reference Guide

- SFSPac Procedure and Reference Guide present and up to date.

Compliant----- SFSPac SDS Present

- SDS posted and up-to-date for SFSPac Chemicals.

Areas of Review 43 - 52

Compliant----- Scrap Tray

Compliant----- Warewash Personal Protective Equipment

Compliant----- Final Rinse Sanitizer

Compliant----- Rinse Jets

Compliant----- Racks

Compliant----- Rinse Pressure

Compliant----- Final Rinse Temperatures

Compliant----- Curtains

Compliant----- Warewash Training

Compliant----- Warewash Service

Summary:

46.00 compliant areas, 0.00 non-compliant areas and 0.00 not-applicable areas (of 46.00 total).

Visit Number 1 of 12 Visits in this Report

Audit Points:

Trained staff on SFSPac System- including color coding, rule of "1" mixing, safety, techniques and application.
Reviewed washing, rinsing and sanitizing of Food Contact Surfaces
Reviewed proper procedure for mopping.
Reviewed Degreasing of Kitchen Floor
Reviewed importance and procedures for cleaning, non-food contact surfaces.
Provided training for mixing and spray application.
Cleaned SFSPac Hand Care Dispensers and nozzles.
Reviewed changing sanitizer in sinks when water is dirty or sanitizer strips are not at appropriate ppm.
Reviewed and recommended proper water change procedures when using the SFSPac Sanitizer for sanitizing food thermometers in the Thermometer Sanitizing Container.
Quizzed and reviewed sanitizing procedures in 2 and 3 compartment sinks.
Quizzed and reviewed location and usage of quaternary test strips for sanitizer.

Training Notes:

Food Safety Verification Report
10 Month Period (8/1/14 - 5/31/15)

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Average non-compliance issues per site: 2.30 (for total 10 months)

Average non-compliance issues per site: 0.23 (for each month)

Food Safety Verification Report

10 Month Period (8/1/14 - 5/31/15)

