

Chart 2: Designation of Program Expenses

DESIGNATION OF PROGRAM EXPENSES

The SFA has deemed the following Program Expense schedule to be a necessary part of this bid specification as an indicator of who will bear ultimate responsibility for the cost. Costs that are not provided for under the standard contract terms and conditions, but are necessary for the effective on-site operation of the food service program and are directly incurred for the SFA's operation, must be assigned by the SFA and included in the RFP. The column selected by the SFA for each expense represents whether the SFA or FSMC is ULTIMATELY responsible for that cost.

DESCRIPTION	FSMC	SFA	N/A
FOOD:			
Food Purchases	X		
Commodity Processing Charge:	X		
Processing and Payment of Invoices:	X		
LABOR:			
FSMC EMPLOYEES:			
Salaries/Wages	X		
Fringe Benefits and Insurance	X		
Retirement	X		
Payroll Taxes	X		
Workers' Compensation	X		
Unemployment Compensation	X		
SFA EMPLOYEES:			
Salaries/Wages		X	
Fringe Benefits and Insurance		X	
Retirement		X	
Payroll Taxes		X	
Workers' Compensation		X	
Unemployment Compensation		X	

The items listed below with two asterisks (**) are Direct Cost items that may or may not apply to the SFA. At local discretion, based upon actual practice and need, the SFA should assign cost responsibility for those items applicable to its operation or designate them as not applicable.

OTHER EXPENSES:	FSMC	SFA	N/A
**Paper/Disposable Supplies	X		
Cleaning/Janitorial Supplies	X		
**Tickets/Tokens			X
China/Silverware/Glassware:			X
Initial Inventory		X	
Replacement during Operator		X	
Telephone:			
Local		X	
Long Distance		X	
Uniforms	X		
**Linens	X		
Laundry	X		
Trash Removal:			
From Kitchen	X		
From Dining Area		X	
From Premises		X	

Pest Control		X	
Equipment Replacement:			
Nonexpendable		X	
Expendable		X	
Equipment Repair		X	
**Car/Truck Rental (Include Explanation in RFP)			X
**Vehicle Maintenance		X	
**Courier Service (i.e., Bank Deposits, School Deliveries)	X		
**Storage Costs:	X		
Food	X		
Supplies	X		
**Office Supplies	X		
**Printing	X		
**Promotional Materials	X		
**Cellular Phones (See optional requirements to be included) (Applicable to cost reimbursable contract only - See J(11))	X		
**Mileage (See optional requirements to be included) (Applicable to cost reimbursable contract only - See J(12))	X		
**Lodging (See optional requirements to be included) (Applicable to cost reimbursable contract only - See J(12))	X		
**Per Diem (See optional requirements to be included) (Applicable to cost reimbursable contract only - See J(12))	X		
**Taxes			X
Sales	X		
Other	X		
**License Fees		X	
Other (Add other expenses charged to food service. Overhead expenses incurred by FSMC cannot be included)	X		

Cleaning responsibilities are listed below

Food Preparation Areas (Include Equipment)	X		
Serving Areas	X		
Kitchen Areas	X		
Dining Room Floors		X	
Periodic Waxing and Buffing of Dining Room Floors		X	
Restrooms for Food Service Employees	X		
Grease Traps		X	
Daily Routine Cleaning of Dining Room Tables and Chairs		X	
Thorough Cleaning of Dining Room Tables and Chairs		X	
Cafeteria Walls		X	
Kitchen Walls	X		
Light Fixtures		X	
Windows		X	
Window Coverings		X	
Hoods	X		
Grease Filters	X		
Duct Work	X		
Exhaust Fans	X		
Other: (List Below)			