

## SNP Cost Responsibility

SFA: \_\_\_\_\_

The SFA has deemed the following cost responsibility schedule to be a necessary part of this bid specification. 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 prior to the bid opening and designated below:

<b>Food:</b>	<b>FSMC</b>	<b>SFA</b>	<b>N/A</b>
Food Purchases			
Commodity Processing Charges			
Processing and Payment Invoices			
<b>Labor for Employees:</b>	<b>FSMC</b>	<b>SFA</b>	<b>N/A</b>
Fringe Benefits and Insurance			
Payroll Taxes			
Preparation and Processing Payroll			
Retirement			
Salaries/Wages			
Unemployment Compensation			
Workers Compensation			
The items listed below with an asterisk (*) are direct cost items that may or may not apply to each SFA. At local discretion, based upon actual practice and need, the SFA should assign cost responsibility for those items applicable to their operation or designate them as not applicable (N/A).			
<b>China/Silverware/Glassware:</b>	<b>FSMC</b>	<b>SFA</b>	<b>N/A</b>
Initial Inventory			
Replacement During Operation			
<b>Telephone:</b>	<b>FSMC</b>	<b>SFA</b>	<b>N/A</b>
Local			
Long Distance			
<b>Trash Removal:</b>	<b>FSMC</b>	<b>SFA</b>	<b>N/A</b>
From Kitchen			
From Dining Area			
From Premises			
<b>Equipment Replacement:</b>	<b>FSMC</b>	<b>SFA</b>	<b>N/A</b>
Expendable			
Non-expendable			
<b>Equipment Repair:</b>	<b>FSMC</b>	<b>SFA</b>	<b>N/A</b>
Kitchen Equipment			
*Vehicle Maintenance			
<b>*Storage Costs:</b>	<b>FSMC</b>	<b>SFA</b>	<b>N/A</b>
Food			
Supplies			
<b>*Employee Recruitment:</b>	<b>FSMC</b>	<b>SFA</b>	<b>N/A</b>
Initial			
Replacement			
<b>*Product and Public Liability:</b>	<b>FSMC</b>	<b>SFA</b>	<b>N/A</b>
Equipment			
Insurance			

**Cost Responsibility Detail Sheet for SFA:** \_\_\_\_\_

<b>*Taxes:</b>	<b>FSMC</b>	<b>SFA</b>	<b>N/A</b>
Sales			
Other			
<b>Other Expenses:</b>	<b>FSMC</b>	<b>SFA</b>	<b>N/A</b>
*Car/Truck Rental (include explanation in RFP)			
Cleaning/Janitorial Supplies			
*Courier Services (i.e., bank deposits, school deliveries)			
Laundry			
*License Fees			
*Linens			
*Office Supplies			
*Paper/Disposable Supplies			
Pest Control			
*Printing			
*Promotional Materials			
*Tickets/Tokens			
Uniforms			
<b>Indirect Costs:</b>	<b>FSMC</b>	<b>SFA</b>	<b>N/A</b>
Utilities			
Indirect Labor			
<b>Other: add other expenses charged to the food service account. Overhead expenses incurred by the FSMC are not allowable</b>	<b>FSMC</b>	<b>SFA</b>	<b>N/A</b>
<b>Cleaning Responsibilities:</b>	<b>FSMC</b>	<b>SFA</b>	<b>N/A</b>
Cafeteria Walls			
Daily Routine Cleaning of Dining Tables and Chairs			
Dining Room Floors			
Duct Work			
Exhaust Fans			
Food Preparation Areas (include equipment)			
Grease Filters			
Grease Traps			
Hoods			
Kitchen Floors			
Kitchen Walls			
Light Fixtures			
Periodic Waxing and Buffing of Dining Room Floors			
Restrooms for Food Service Employees			
Serving Areas			
Thorough Cleaning of Dining Room Tables and Chairs			
Windows			
Window Coverings			
Other:			