

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:

Food:	FSMC	SFA	N/A
Food Purchases			
Commodity Processing Charges			
Processing and Payment Invoices			
Labor for Employees:	FSMC	SFA	N/A
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).			
China/Silverware/Glassware:	FSMC	SFA	N/A
Initial Inventory			
Replacement During Operation			
Telephone:	FSMC	SFA	N/A
Local			
Long Distance			
Trash Removal:	FSMC	SFA	N/A
From Kitchen			
From Dining Area			
From Premises			
Equipment Replacement:	FSMC	SFA	N/A
Expendable			
Non-expendable			
Equipment Repair:	FSMC	SFA	N/A
Kitchen Equipment			
*Vehicle Maintenance			
*Storage Costs:	FSMC	SFA	N/A
Food			
Supplies			
*Employee Recruitment:	FSMC	SFA	N/A
Initial			
Replacement			
*Product and Public Liability:	FSMC	SFA	N/A
Equipment			
Insurance			

Cost Responsibility Detail Sheet for SFA: _____

*Taxes:	FSMC	SFA	N/A
Sales			
Other			
Other Expenses:	FSMC	SFA	N/A
*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			
Indirect Costs:	FSMC	SFA	N/A
Utilities			
Indirect Labor			
Other: add other expenses charged to the food service account. Overhead expenses incurred by the FSMC are not allowable	FSMC	SFA	N/A
Cleaning Responsibilities:	FSMC	SFA	N/A
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: (list)			