**ADAMS COUNTY PURCHASE ORDER**

**Vendor Address**
NANNA’S GOURMET MARKET AND TEA EMPORIUM  
1407 KRAMERIA ST  
DENVER CO 80220

**Phone:**  
FAX:  
e-mail:  
Delivery: FOB DESTINATION

**Ship To Information**
ADAMS COUNTY HEAD START ADMINISTRATION  
7111 EAST 56TH AVENUE, 1ST FLOOR  
COMMERCE CITY CO 80022

**VENDOR NUMBER:** 627904

Temporary catering for ACHS meals—$23k

**E-MAILED**
8.8.2017

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Description / Supplier Item</th>
<th>QTY</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Account Number</th>
<th>Req. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Temporary Catering ACHS Meals</td>
<td></td>
<td>EA</td>
<td>0.0000</td>
<td>23,000.00</td>
<td>935617.72</td>
<td>10639</td>
</tr>
</tbody>
</table>

**Term:** Net 30 Days  
**Sales Tax:** 0.00%

**Total Order:** 23,000.00

Acceptance of this order is subject to the terms and conditions above and on the reverse side of this document. Colorado tax exempt #96-03569.
SERVICE PURCHASE ORDER TERMS AND CONDITIONS

1. RESPONSIBILITIES OF THE COUNTY: The County shall provide information as necessary or requested by the Contractor to enable the Contractor’s performance under this Agreement.

2. TERM: The term of this Agreement shall be for no more than one year from the date of this purchase order unless otherwise noted on the first page of this document.

3. INDEPENDENT CONTRACTOR: In providing services under this Agreement, the Contractor acts as an independent contractor and not as an employee of the County. The Contractor shall be solely and entirely responsible for his/her acts, and the acts of his/her employees, agents, servants, and subcontractors during the term and performance of this Agreement. No employee, agent, servant, or subcontractor of the Contractor shall be deemed to be an employee, agent, or servant of the County because of the performance of any services or work under this Agreement. The Contractor, at its expense, shall procure and maintain workers’ compensation insurance as required by law. Pursuant to the Workers’ Compensation Act § 8-40-202(2)(b)(IV), C.R.S., as amended, the Contractor understands that it and its employees and servants are not entitled to workers’ compensation benefits from the County. The Contractor further understands that it is solely obligated for the payment of federal and state income tax on any moneys earned pursuant to this Agreement.

4. NONDISCRIMINATION: The Contractor shall not discriminate against any employee or qualified applicant for employment because of age, race, color, religion, marital status, disability, sex, or national origin. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause.

5. INDEMNIFICATION: The Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees for, from, and against any and all claims, suits, expenses, damages, or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to persons, entities, or property, caused or sustained by any person(s) as a result of the Contractor’s performance or failure to perform pursuant to the terms of this Agreement or as a result of any subcontractors’ performance or failure to perform pursuant to the terms of this Agreement.

6. INSURANCE: The Contractor agrees to maintain insurance of the following types and amounts:
   6.1. Commercial General Liability Insurance: to include products liability, completed operations, contractual, broad form property damage and personal injury.
      6.1.1. Each Occurrence $1,000,000
      6.1.2. General Aggregate $2,000,000
      6.2. Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.
      6.2.1. Bodily Injury/Property Damage $1,000,000 (each accident)
      6.2.2. Personal Injury Protection Per Colorado Statutes
      6.3. Workers’ Compensation Insurance: Per Colorado Statutes
      6.4. Adams County as "Additional Insured": The Contractor’s commercial general liability, comprehensive automobile liability, and professional liability insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured," and shall include the following provisions:
      6.4.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so effected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.
      6.4.2. The insurance companies issuing the policy or policies shall have no recourse against the County for payment of any premiums due or for any assessments under any form of any policy.
      6.4.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.
      6.5. Licensed Insurers: All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.
      6.6. Endorsement: Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.
      6.7. Proof of Insurance: At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverages or policies required under this Agreement.

7. TERMINATION:
   7.1. For Cause: If, through any cause, the Contractor fails to fulfill its obligations under this Agreement in a timely and proper manner, or if the Contractor violates any of the covenants, conditions, or stipulations of this Agreement, the County shall thereupon have the right to immediately terminate this Agreement, upon giving written notice to the Contractor of such termination and specifying the effective date thereof.
   7.2. For Convenience: The County may terminate this Agreement at any time by giving written notice as specified herein to the other party, which notice shall be given at least thirty (30) days prior to the effective date of the termination. If this Agreement is terminated by the County, the Contractor will be paid an amount that bears the same ratio to the total compensation as the services actually performed bear to the total services the Contractor was to perform under this Agreement, less payments previously made to the Contractor under this Agreement.
8. MUTUAL UNDERSTANDINGS:

8.1. Jurisdiction and Venue: The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Agreement. The parties agree that jurisdiction and venue for any disputes arising under this Agreement shall be with the 17th Judicial District, Colorado.

8.2. Compliance with Laws: During the performance of this Agreement, the Contractor agrees to strictly adhere to all applicable federal, state, and local laws, rules and regulations, including all licensing and permit requirements. The parties hereto aver that they are familiar with § 18-3-301, et seq., C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-4-401, et seq., C.R.S. (Abuse of Public Office), as amended, and that no violation of such provisions are present. Without limiting the generality of the foregoing, the Contractor expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) when exposed to or provided with any data or records under this Agreement that are considered to be "Protected Health Information."

8.3. OSHA: Contractor shall comply with the requirements of the Occupational Safety and Health Act (OSHA) and shall review and comply with the County's safety regulations while on any County property. Failure to comply with any applicable federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.

8.4. Record Retention: The Contractor shall maintain records and documentation of the services provided under this Agreement, including fiscal records, and shall retain the records for a period of three (3) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized federal, state, or County personnel.

8.5. Assignability: Neither this Agreement, nor any rights hereunder, in whole or in part, shall be assignable or otherwise transferable by the Contractor without the prior written consent of the County.

8.6. Waiver: Waiver of strict performance or the breach of any provision of this Agreement shall not be deemed a waiver, nor shall it prejudice the waiving party's right to require strict performance of the same provision, or any other provision in the future, unless such waiver has rendered future performance commercially impossible.

8.7. Force Majeure: Neither party shall be liable for any delay or failure to perform its obligations hereunder to the extent that such delay or failure is caused by a force or event beyond the control of such party including, without limitation, war, embargoes, strikes, governmental restrictions, riots, fires, floods, earthquakes, or other acts of God.

8.8. Notice: Any notices given under this Agreement are deemed to have been received and to be effective: (1) three (3) days after the same shall have been mailed by certified mail, return receipt requested; (2) immediately upon hand delivery; or (3) immediately upon receipt of confirmation that a facsimile was received.

8.9. Integration of Understanding: This Agreement contains the entire understanding of the parties hereto and neither it, nor the rights and obligations hereunder, may be changed, modified, or waived except by an instrument in writing that is signed by the parties hereto.

8.10. Severability: If any provision of this Agreement is determined to be unenforceable or invalid for any reason, the remainder of this Agreement shall remain in effect, unless otherwise terminated in accordance with the terms contained herein.

9. CHANGE ORDERS OR EXTENSIONS:

9.1. Change Orders: The County may, from time to time, require changes in the scope of the services of the Contractor to be performed hereunder including, but not limited to, additional instructions, additional work, and the omission of work previously ordered. Such changes, including any increases or decreases in the amount of the Contractor's compensation, must be mutually agreed upon in writing by the County and the Contractor. The Contractor shall be compensated for all authorized changes in services, pursuant to the applicable provision in the Invitation to Bid, or, if no provision exists, pursuant to the terms of the Change Order.

9.2. Extensions: The County may, upon mutual written agreement by the parties, extend the time of completion of services to be performed by the Contractor.

10. COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08: Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, et. seq., as amended 5/13/08, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:

10.1. The Contractor shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.

10.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.

10.3. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.

10.4. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.

10.5. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.
10.6. If Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien, except that the contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

10.7. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).

10.8. If Contractor violates this Section, of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

10.9. Contractor’s Certification of Compliance must be on file with the Adams County Purchasing Office prior to the commencement of any work.

11. **Quality:** Seller warrants that the goods delivered hereunder will conform to the description stated in this Order and that the goods will be merchantable, of good workmanship and materials, and free from defects. These warranties shall survive inspection, testing and/or acceptance of the goods. At Buyer’s option, and without prejudice to any other rights Buyer may have, Seller shall remedy any defective goods or reimburse Buyer for its costs for remedying or replacing defective goods.

12. **Appropriation Clause:** The payment of Buyer’s obligation hereunder in fiscal years subsequent to the current year are contingent upon funds for this Order being appropriated and budgeted. If funds for this Order are not appropriated and budgeted in the year subsequent to the fiscal year of issuance of this Order, the Buyer may terminate this Order. Buyer’s fiscal year is the calendar year. Termination under this provision shall not result in any penalty being imposed against Buyer.
Adams County Board of Commissioners "the County" through the Purchasing Division is seeking quotes from qualified vendor to provide catering service for breakfast, lunch and snacks for Pre-School Centers Program from August 15th to September 8th for the County Human Services Department - Head Start Program, on an "as needed" basis.

All questions must be reduced to writing and emailed to the attention of Heidi Ellis by 2:00 p.m. on, Tuesday, July 11, 2017 at helis@adcogov.org.

**Basis of Award:** Award will be made based on the most reasonable, responsible and lowest price quote. Adams County Board of Commissioners reserves the right not to award quote to the lowest and may require new quotes.

**Special Instructions:** Please submit your own Fee Schedule and email to the attention of Heidi Ellis, Purchasing Agent II on or before Tuesday, July 18, 2017 at 2:00 p.m., by emailing to helis@adcogov.org. If you have questions, please call (720) 523-6053 for assistance. All Quotes email must be identified or labeled with Company Name and Quote Number with name of project.

**Scope of Services:**
Adams County Human Services Department is seeking to cater breakfast, lunch and snacks for their Head Start Pre-School Program from beginning August 15, 2017 through September 18, 2017.

- The vendor will be responsible for delivering the meals to each of the designated Head Start location within the Adams County (Brighton, Commerce City, Thornton, Westminster and two other locations to be determined).
- Delivery will need to take place from 8:00 a.m. to 9:00 a.m. each day; or no later than 4:00 p.m. for meals/snacks provided the following day.
- In addition to the Human Services Department requirements of delivery and timing, the Child and Adult Care Food Program have additional requirements that must be followed in regard to nutrition and food safety and sanitation regulations. These regulations are as follows:
  - The Food Service Management Contractor (FSMC) shall provide the specified meals to the institutions listed on the Site Information Form that is attached to the agreement.
  - The FSMC shall conform to all health, sanitation and service requirements as specified by local and state agencies. The FSMC shall have the required health certification for the facilities it uses to prepare the meals serviced to CACFP participants and ensure health and sanitation requirements are met at all times.
  - The FSMC shall operate in accordance with current program regulations, 7 CFR226.20.
  - All meals and snacks must meet all nutritional requirements as stated in the USDA Food Program regulations, 7 CFR Part 226.20.
  - Weekly menus meeting the meal and snack requirements specified in USDA Regulations, 7CFR Part 226.20, must be received by the institution three working days prior to the week of service. Meal and snack menus will be reviewed by the institution to ensure nutritional standards, variety and suitability for the age group.
  - The institution prepare 22 meals for each Center to accommodate spillage as well as teachers consuming meals/snacks with our children during mealtimes.
  - Menus are subject to change by the FSMC due to outages and shortages beyond its control. The institution must receive prior notification in such instances.
• All special meals and/or snacks requested by the institution shall be submitted to the FSMC in writing no later than 1 business day(s) prior to being served and are subject to the FSMC’s approval, based on FSMC’s ability to provide the special service. This notice shall include any specific instructions for preparation.

• Donated commodities (circle one) will not be used in the preparation of meals.

• The FSMC will provide (circle one) bulky utilized meals to the institution. Outside school hours centers must receive utilized meals unless otherwise approved by the State Agency.

• The meals will not need to include any dairy/milk beverages as we will continue this service with our own purveyor during the time we need catered meals.

• All food will be delivered by the FSMC or picked up by the institution in accordance with the schedule included on the Site Information Form that is attached.

• The institution reserves the right to demand replacement of, or refuse payment for, meals or snacks that do not meet USDA nutritional requirements, or are spoiled or unwholesome at the time of delivery, or are delivered outside of the agreed upon delivery time.

• These prices are for snacks and meals that meet USDA-CACFP meal pattern requirements, 7 CFR 226.20, for appropriate ages of children and adults. Total prices shown are per child or adult and are as follows:

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<tr>
<th>AGE</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Snack</th>
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<tbody>
<tr>
<td>Age 1-2</td>
<td>$0.70</td>
<td>$1.75</td>
<td>$2.75</td>
<td>$0.50</td>
</tr>
<tr>
<td>Age 3-5</td>
<td>$0.75</td>
<td>$2.00</td>
<td>$2.75</td>
<td>$0.50</td>
</tr>
<tr>
<td>Age 6-12</td>
<td>$0.90</td>
<td>$2.40</td>
<td>$3.75</td>
<td>$0.75</td>
</tr>
<tr>
<td>Age 13-18</td>
<td>N/A</td>
<td>N/A</td>
<td>$4.25</td>
<td>$1.05</td>
</tr>
<tr>
<td>Adult</td>
<td>$1.25</td>
<td>$3.25</td>
<td>$4.25</td>
<td>$1.05</td>
</tr>
</tbody>
</table>

• The FSMC shall provide to the institution on a monthly basis:
  o Itemized statements showing daily quantities, unit price and total bill for food provided.
  o Daily record of number of breakfasts, lunches, dinners and snacks provided each day.
  o Delivery invoices signed by designee of the Institution certifying quantity and quality.

• Any increase in meal prices during the term of this Agreement would initiate discussion between the FSMC and the institution. All adjustments in rates, provisions, or program will be by mutual agreement between the FSMC and the institution.

• The FSMC shall maintain such records as follows to document food costs:
  o Delivery invoice signed by a designee of the institution certifying that quantities and quality meet specifications.
  o Itemized statements showing quantities, unit prices and total bill for food delivered each month.
  o Receipts for payment of food service.
  o Records of discounts if not reflected on itemized bill.
  o Menu and production records reflecting actual types and amounts of food delivered.
  o Cycle menus to be used. If these are changed during the contract period, revised menus shall be submitted to the Institution.

• These records shall be available for inspection and audit by representatives of the CDPHE-CACFP, of the USDA, and of the U.S. General Accounting Office at any reasonable time and place for a period of 3 1/3 years from the date of receipt of final payment under the contract, or in cases where an audit requested by the CDPHE-CACFP or the USDA remains unresolved, until such time as the audit is resolved.
- **DAMAGES ARISING FROM BREACH OF PERFORMANCE OBLIGATIONS**
  Notwithstanding anything else set forth in this Agreement, if Contractor fails to comply with all terms of this contract, including but not limited to, its obligation to perform its work in a workmanlike manner in accordance with all codes, plans, specifications and industry standards, Contractor shall be liable to County for all damages arising from the breach, including but not limited to, all attorney fees, costs and other damages.

- **TERMINATION:**
  For Cause: If, through any cause, the Contractor fails to fulfill its obligations under the Agreement in a timely and proper manner, or if the Contractor violates any of the covenants, conditions, or stipulations of the awarded Agreement, the County shall thereupon have the right to immediately terminate the Agreement, upon giving written notice to the Contractor of such termination and specifying the effective date thereof.

  For Convenience: The County may terminate the awarded Agreement at any time by giving written notice as specified herein to the other party, which notice shall be given at least thirty (30) days prior to the effective date of the termination. If the awarded Agreement is terminated by the County, the Contractor will be paid an amount that bears the same ratio to the total compensation as the services actually performed bear to the total services the Contractor was to perform under the Agreement, less payments previously made to the Contractor under the awarded Agreement.

- **Debarment:**
  By submitting this quote, the Contractor warrants and certifies that he/she is eligible to submit a proposal because he/she is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a transaction by any Federal, State, or local department or agency.

- **Equal Opportunity:**
  The County intends and expects that the Contracting processes of the County and its Contractors provide equal opportunity without regard to gender, race, ethnicity, religion, age or disability and that its Contractors make available equal opportunities to the extent third parties are engaged to provide goods and services to the County as subcontractors, Contractors, or otherwise. Accordingly, the Contractor shall not discriminate on any of the foregoing grounds in the performance of any Agreement awarded to the Contractor, and shall make available equal opportunities to the extent third parties are engaged to provide goods and services in connection with performance of the Agreement. If submitting a joint venture proposal, or a proposal involving a partnership arrangement, articles of partnership stating each partner's responsibilities shall be furnished and submitted with the quote.

- **Independent Contractor:** In providing services under this Agreement, the Contractor acts as an independent contractor and not as an employee of the County. The Contractor shall be solely and entirely responsible for his/her acts and the acts of his/her employees, agents, servants, and subcontractors during the term and performance of this Agreement. No employee, agent, servant, or subcontractor of the Contractor shall be deemed to be an employee, agent, or servant of the County because of the performance of any services or work under this Agreement. The Contractor, at its expense, shall procure and maintain workers' compensation insurance as required by law. Pursuant to the Workers' Compensation Act § 8-40-202(2)(b)(IV), C.R.S., as amended, the Contractor understands that it and its employees and servants are not entitled to workers' compensation benefits from the County. The Contractor further understands that it is solely obligated for the payment of federal and state income tax on any moneys earned pursuant to this Agreement.
If the total amount paid to the FSMC under the awarded agreement is greater than $150,000, the FSMC agrees 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).

PROCUREMENT OF RECOVERED MATERIALS PURSUANT TO 2 C.F.R. § 200.322. If the FSMC is a political subdivision, the FSMC agrees to comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.

If the total amount to be paid to the FSMC under the awarded agreement shall exceed $100,000, the FSMC certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) and that:

- No Federal appropriated funds have been paid or will be paid for or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report lobbying," in accordance with its instructions.

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Nanna's Gourmet Market

(Please Print) Company Name

Karen Reynolds, General Manager

Authorized Signer and Title

7/15/2017

Date

1407 Krameria St, Denver, CO 80220

Address, City, State, Zip Code

303-647-8397

Telephone Number

school.lunch@nannasteas.com

E-mail Address
Form W-9

Request for Taxpayer Identification Number and Certification

Name of Business Entity

Nanna's Gourmet Market and Tea Emporium

Business name, if different from above

Name(s) of individual(s) or entity

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

City: San Diego
State: CA
ZIP code: 92120

Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your Social Security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see how to get a TIN on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or if I am a U.S. person, my Social Security number) and that I am not subject to backup withholding because:
   a. I am not required to file a return for the calendar year that includes the current calendar year,
   b. I am exempt from backup withholding because the IRS has notified me that I am exempt from backup withholding, or
   c. I have not been notified by the IRS that I am subject to backup withholding because I have failed to file a return for a prior year, or
   d. I have not been notified by the IRS that I am subject to backup withholding because I have failed to report all interest or dividends I received during the current year

2. I am not subject to backup withholding because:
   a. I am exempt from backup withholding because I am a foreign person with respect to whom the IRS has not required that I report all interest and dividends I received during the current year, or
   b. I have not been notified by the IRS that I am subject to backup withholding because I have failed to file a return for a prior year, or
   c. I have not been notified by the IRS that I am subject to backup withholding because I have failed to report all interest or dividends I received during the current year

3. I am a U.S. person (including a U.S. resident alien)

Certification Instructions. You must check all items above. If you have been notified by the IRS that you are subject to backup withholding, you must provide your TIN to the person requesting it (the requester) and the IRS. See Regulations sections 301.6109-1(a) and (d) for additional information.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you pay, and characteristics of any partnership interests you own. Your TIN is your Social Security number (SSN) if you are an individual, or your employer identification number (EIN) if you are a partnership, corporation, or other entity.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, if applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).

2. Certify that you are not subject to backup withholding.

3. Claim exemption from backup withholding if you are a U.S. exempt payee.

If in 1 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association organized or operated in the United States, or under the laws of the United States,
- Any estate (other than a foreign estate) or trust.
- A U.S. person that is a partner in a partnership conducting a trade or business in the United States, provides Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.
- The U.S. owner of a disregarded entity and not the entity.

Signature

Date: 7/15/2019

Print or type Name or Business Name

Taxpayer Identification Number (TIN)

Social Security number

(TIN or EIN)

Home or Business Address

City, state, and ZIP code

City: San Diego
State: CA
ZIP code: 92120

Business Name

Nanna's Gourmet Market and Tea Emporium

Signature of person signing on behalf of entity

Date: 7/15/2019

Print or type Name or Business Name

Form W-9 (Rev. 11-2019)
The U.S. grantor or owner of a grantor trust and not the trust, and

The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign persons, if you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-X (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Estates).

Nonresident alien who becomes a resident alien.

Generally, a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain provisions known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to come into effect in certain types of income even after the residence status becomes a U.S. resident for tax purposes.

If you are a U.S. resident who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarships income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if he or she stays in the United States for 183 days in any one taxable year. However, paragraph 2 of the first protocol to the U.S.-China treaty (passed April 30, 1986) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for the exception (under paragraph 2 of the first protocol) and who is relying on this exception to claim an exemption from tax on his or her scholarships or fellowship income would attach to Form W-9 a statement that includes the information described above to support his or her exemption.

1. The IRS tells the payor that you furnished an incorrect TIN.

2. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

3. You do not certify to the payor that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payments and payments are exempt from backup withholding. See the instructions below and the separate instructions for the Requester of Form W-9.

Also see Special rules regarding partnerships on page 1.

Penalties
Failure to furnish TIN. If you fail to furnish your correct TIN to a requester or a requester is subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in the requester withholding an amount subject to a $50 penalty.

Criminal penalty for falsifying information. Willfully falsifying or making a false statement or return in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance due to marriage without informing the Social Security Administration of the name change, enter your legal name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list their names here, and then circle, the name of the person or entity whose name you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade or "doing business as" (DBA) name on the "DBA" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under applicable regulations, section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line. Check the appropriate box for your filing status (sole proprietor, corporation, etc.). Then, check the box for "Other" and enter "LLC" in the space provided. Other entities. Enter your business or trade name as shown on required federal tax returns carried on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line. Note. You are not required to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status. Then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.
Generally, individuals (including sole proprietors) are not exempt from backup withholding for certain payments, such as interest and dividends. Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

Exempt payees. Backup withholding is not required on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 401(b)(7) if the account satisfies the requirements of section 401(k).
2. The United States or any of its agencies or instrumentalities.
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities.
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities.
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding includes:

6. A charity,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission.
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(d),
13. A financial institution,
14. A registered investment company or a nominee or custodian,
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above. 1 through 15.

<table>
<thead>
<tr>
<th>IF the payment is for</th>
<th>TOTAL the payment is exempt for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest and dividend payments</td>
<td>All exempt recipients except for 9</td>
</tr>
<tr>
<td>Broker transactions</td>
<td>Exempt recipients 1 through 12. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker</td>
</tr>
<tr>
<td>Broker exchange transactions and paragon exchanges</td>
<td>Exempt recipients 1 through 12</td>
</tr>
<tr>
<td>Payments over $600 required to be reported and direct deposits over $5,000</td>
<td>Generally, exempt recipients 1 through 7</td>
</tr>
</tbody>
</table>

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a nonresident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS Individual Taxpayer Identification Number (TIN). Enter it in the social security number box. If you do not have an EIN, see "How to get a TIN below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see Limited Liability Company (LLC) on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.socialsecurity.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an TIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer ID Numbers under Related Topics. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily convertible instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.
Part II. Certification

To establish to the withholding agent that you are a U.S. person or resident alien, sign Form W-2. You may be requested to sign by the withholding agent even if Items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see Exempt From Backup Withholding on page 2.

Signature requirements. Complete the certification as indicated in 1 through 6 below:

1. Interest, dividend, and capital gain accounts held before 1984 and broker accounts considered active during 1983. You must give your correct TIN but you do not have to sign the certification.

2. Interest, dividend, and capital gain accounts held after 1983 and broker accounts considered inactive during 1983. You must sign the certification on backup withholding will apply if you are subject to backup withholding and you are not providing your correct TIN to the requester; you must cross out Item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out Item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. Other payments include payments made in the course of the requester's trade or business for rent, royalties, goods (other than bills or merchandise), medical and health care services (including payments to corporations), payments to nonemployees for services (not to a corporation's employees), payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverall EEA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For the type of account:

<table>
<thead>
<tr>
<th>Name and SSN of:</th>
<th>TIN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Individual</td>
<td>The individual.</td>
</tr>
<tr>
<td>2. Two or more individuals joint account</td>
<td>The individual(s)</td>
</tr>
<tr>
<td>3. Custodian account of a minor (Uniform Gift to Minors Act)</td>
<td>The minor</td>
</tr>
<tr>
<td>4. A. The usual, revolutionary savings trust (trustor is also trustee)</td>
<td>The grantor-trustee</td>
</tr>
<tr>
<td>B. Irrevocable trust account that is not a legal or valid trust under state law</td>
<td>The actual owner</td>
</tr>
<tr>
<td>5. Sole proprietorship or single-owner LLC</td>
<td>The owner</td>
</tr>
<tr>
<td>6. Single partnership or single-owner LLC</td>
<td>The owner</td>
</tr>
<tr>
<td>7. A valid trust, estate, or pension trust</td>
<td>The owner</td>
</tr>
<tr>
<td>8. Corporate or LLC owning corporate stocks on Form 8926</td>
<td>The corporation</td>
</tr>
<tr>
<td>9. Association, club, religious, charitable, educational, or other tax-exempt organization</td>
<td>The organization</td>
</tr>
<tr>
<td>10. Partnership or multi-member LLC</td>
<td>The partnership</td>
</tr>
<tr>
<td>11. A broker or registered investment</td>
<td>The broker or nominee</td>
</tr>
<tr>
<td>12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or parish that receives agricultural program payments)</td>
<td>The public entity</td>
</tr>
</tbody>
</table>

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal and state criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Providers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payor. Certain penalties may also apply.
REFERENCE FORM

Offeror shall furnish the names, addresses and telephone numbers of a minimum of three (3) firms or organizations for which the Offeror is currently providing, or in the past provided similar service for:

Company Name: Paddington Station
Contact Person: Delo Derrell
Address (city, state, zip code): 1301 Quebec. St., Denver, CO 80202
Telephone Number: 303-337-9187

Company Name: St. Elizabeth
Contact Person: Ramsay Stalder
Address (city, state, zip code): 2350 N. Gaylord St., Denver, CO 80205
Telephone Number: 303-322-4209

Company Name: Cannon Learning Center
Contact Person: Earnestine Woodberry
Address (city, state, zip code): 1405 Xanthia St., Denver, CO 80220
Telephone Number: 303-388-5675

Note: Adams County reserves the right to contact any organization for which the Offeror has provided services, regardless of the Offeror's use of the organization as a reference.
VENDOR INFORMATION FORM

All suppliers must complete and return this form as well as a W-9
(Payments & New Vendor #’s will not be processed without a completed W-9)

PLEASE PRINT OR TYPE ALL INFORMATION

Enter the name of Adams County employee and/or Department/Elected Office requesting this form be completed.

Heidi Ellis
Purchasing Division

Company Name (Please include dba name, if applicable.)
Nannda’s Gourmet Market & Tea Emporium

DBA Name (if applicable)

Does this company function solely as a manufacturer rep or distributor? YES □ NO □

If YES, is invoice payment sent to your remit-to address or the manufacturer? □
If Remit-to, please attach or forward a list of the companies with their corresponding remit-to address.

Does this company have more than one location with the same Federal Tax ID number that Adams County also conducts transactions with? YES □ NO □
If YES, please copy and complete this form for each location.

Remit-To Information (Invoice Payment):
Nannda’s Gourmet Market and Tea Emporium Inc

Company Name
1407 Krameria St
Denver, CO 80220
Phone Number
303-641-8327

Address 2
Denver
Zip Code
80220
Fax Number
303-322-8868

Address for Purchase Orders/Contracts (If different from above.)

City
County
State
Zip Code
Phone Number
Fax Number
Phone Number for Quotes or Placing Orders and Fax Number to send a Purchase Order or a Request for Quote

303-647-8327  303-322-8868

Company Information

www.nannasteas.com  school.lunch@nannasteas.com

E-Mail Address for Purchasing Orders or Request for Quotes (if different from above)

Contact Information

Karen Renz  General Manager

Contact Name  Position/Title

303-647-8327  303-322-8868

Contact Phone Number  Contact Fax Number

Krenz@nannasteas.com

Contact Email Address (if different than above)

BUSINESS CLASSIFICATION – Please check all that apply and attach supporting documents for these business classifications:

☑ Small Business  ☐ Veteran Owned
☐ Disadvantaged  ☐ Vietnam Veteran
☐ Woman Owned  ☐ Service Disabled Veteran
☐ Hub-Zone  ☐ Business is 51% owned by physically disabled individual(s)
☐ Business is 51% owned by physically disabled individual(s)

ETHNICITY OF BUSINESS – Please check where applicable

☐ Black American  ☐ Native American
☐ Hispanic American  ☐ Caucasian
☐ Asian Pacific American  ☐ Other
☐ Subcontinent Asian American

CONFLICT OF INTEREST
Does this company employ any Adams County employees or their immediate family members? YES ☐ NO ☑

If YES, please explain


Does this company have any financial interests with an Adams County employee? YES ☐ NO ☑

If YES, please explain


Thank you!
Clarification Questions for Quote #2017.352 Catering Services

Please review the questions and provide a response for each question and email to my attention on Friday, July 28th by 2:00 p.m.

Questions:

1. Please confirm that you are able to provide Breakfast, Lunch and Snack on a daily basis?

Yes, Nanna's Gourmet Market and Tea Emporium (NGMTE) is able to provide Breakfast, Lunch and Snack on a daily basis.

We have 7 kitchen staff members dedicated to meal preparation for this contract.

2. Can you provide meals based on 20 servings per meal/16 Classes? □ Breakfast 320 servings □ Lunch 320 servings □ Snack 320 servings.

Yes, NGMTE has the staff, facility and experience in providing over 320 Breakfasts, Lunches and Snacks for all your locations. Our location has over 1500 sq ft of kitchen, 500 food preparation area for school lunch preparations.

3. Please confirm that all meals will be delivered once a day to each center, or made in 2 separate trips?

NGMTE has 3 delivery vehicles and drivers available for delivery once a day and twice a day if necessary.

4. Please confirm that breakfast for the following day will be delivered the day before?

NGMTE kitchen staff will prepare breakfast. The delivery staff will make the breakfast delivery the day before.

5. Please confirm that all lunch meals will delivered for that day before the children's lunch meal at 10:45 am daily.

NGMTE will deliver lunch before the children's meal at 10:45 am.

6. We assume that all meals/snacks will meet the current CACFP standards and requirements. Are you able to send us a menu for breakfast, lunch and snack from August 15 to September 8th?

Yes, NGMTE meals meet CACFP standards and requirements. NGMTE will email the menu to you before August 15th.
7. Please confirm if meals delivered will accommodate family style service (served in bulk per 20 servings per class)?

Yes, NGMTE will provide all meals as family style per 20 servings delivery in hotel pans.

8. Are you able to provide special dietary needs with ease? With the potential for multiple meals needed at each center daily.

Yes, NGMTE will provide meals individually packaged and labeled for those with specialty dietary needs. Yes, NGMTE will provide multiple meals as needed at each center daily.

9. Can we send you are special diet statements for each Center and will these be clearly labeled for teachers to serve to those children?

Yes. All meals that are for children with special dietary needs will be clearly labeled for teachers to identify and serve to the children.

10. Will any of the breakfast items for snack foods need to be heated up for service?

We have a combination of homemade breakfast meals prepared for the children everyday. Yes, on some days the breakfasts will require heating up before service if delivered the day before.