

# Child and Adult Care Food Program

## Renewal of Vendor Contract

### Instructions

A contract agreement for vended meals may be renewed for an additional year term upon mutual agreement of the institution and the food service management company (vendor), and if the center/sponsor decides they want to extend the existing contract. A vended meals contract agreement may be renewed up to three times, one year at a time. This Renewal of CACFP Vendor Contract form must be used only for extending the original contract, without change or removal of any provisions on the agreement, except for supplemental information required or requested on this form to extend the contract. If the institution elects not to extend the contract, please follow the procedures for a new contract as outlined in CACFP Procurement Procedures for CACFP Vended Meal Service.

If you choose to extend the contract for one more year, the institution must give the vendor written notice of the renewal decision at least sixty (60) days prior to the expiration of the initial term and follow the steps below.

Before your contract expires, contact your current vendor and offer to extend the existing contract for another year.

Inform the vendor that the terms and conditions of the original contract must remain the same, except for the price and menus. The price per meal may be re-negotiated but the total of any new prices cannot be greater than 3% of the total of the current prices.

For example, if the vendor previously charged a combined total of \$5.90 for breakfast, lunch, and snack, the vendor cannot charge more than \$6.08 (3% of 5.90 = \$.18) for the new combined total.

- A. **If the vendor agrees to maintain the current prices or the increase is 3% or less**, you can complete Sections 1, 2, 5 and 6. Send the Renewal of CACFP Vendor Contract form to the vendor. The vendor must complete Section 3, 4 (*the new price per meal*), sign the form in Section 7 and attach a copy of a current food establishment permit, cycle menus and a sample delivery invoice.
- B. **If the vendor wants a price increase greater than 3%**, you cannot extend the existing contract. In this case, follow the procedures in the *Procurement Procedures for CACFP Vended Meal Service* and:

***If the total cost of the contract will be \$10,000 or more it must be formally advertised [NMAC 8.2.2.18] and comply with federal procedures for Competitive Bidding.***

Contact **CYFD** Family Nutrition Bureau, if you need assistance.

Year 20 \_\_\_\_

**RENEWAL OF CACFP VENDOR CONTRACT** (to Provide Meals and/or Snacks)

1. This is an extension of the signed Vendor Contract to Provide Meals and/or Snacks between the

<b>Institution (Center/Sponsor)</b>	<b>Food Service Management Co. (Vendor)</b>
Name: _____	_____
Address: _____	_____
Phone Number: _____	_____
Contact Person: _____	_____

2. This extension is in effect from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ and may be terminated by mutual consent or by either party for reasons of cause with at least 30 days' notice.

3. Unit price per meal to be paid by the Center/Sponsor to the Vendor: Meals include milk  
(check one) Yes ☐ No ☐ The rates are listed below:

	<u>Current price per meal</u>		<u>New price per meal</u>
4. Breakfast:	\$_____ each	Breakfast:	\$_____ each
Lunch/Supper:	\$_____ each	Lunch/Supper:	\$_____ each
Snack:	\$_____ each	Snack:	\$_____ each
<b>Total*</b>	\$_____	<b>Total*</b>	\$_____

*\*New total may NOT exceed 3% of current price per meal total (see instructions)*

5. The original contract was in effect from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ and may be extended three times. This is the:

(Check one):

First Extension \_\_\_\_\_ Second Extension \_\_\_\_\_ Third & Final Extension \_\_\_\_\_

6. **Certification by Center/Sponsor authorized representative:** By signing this document the Organization agrees to extend the contract under the same terms and conditions as previously agreed and in accordance with the new price per meal indicated above.

7. **Certification by FSM (Vendor) representative:** By signing this document the Vendor agrees to extend the contract under the same terms and conditions as previously agreed and in accordance with the new price per meal indicated above.

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

**(Attach copy of current permits, cycle menus and a sample delivery invoice used for recording cost)**