

Child Care Food Program (CCFP)
Renewal Catering Contract
for
FY 2014-2015

The Institution or facility is exercising its option to renew its original catering contract dated: _____

- ☐ First year renewal
- ☐ Second year renewal

The _____ hereinafter referred to as the Institution or facility and

_____ hereinafter referred to as the Caterer

agree to renew the original catering contract and first year renewal contract (if any) pursuant to § I. E. of the original contract with the following addendums and attached amendments that shall supersede the original catering contract and first year renewal contract (if any). All other provisions of the original catering contract and first year renewal contract (if any) shall remain unchanged. The original contract and first year renewal contract (if any) including the addendums and amendments included in this Renewal Catering Contract shall become effective when an authorized representative of the last party has signed this Renewal Catering Contract. The entire contract shall expire on September 30, 2015.

The Parties Agree to all prior Addendums to the original catering contract.

The Parties Agree to the Following Amendments to the below referenced sections located in the original catering contract:

- | | |
|-----------------|--|
| Amendment One | Entitled "Cycle Menu" is hereby replaced with new pages entitled " <u>Attachment 2</u> Cycle Menu 2014-2015" as attached to this renewal contract. |
| Amendment Two | Entitled "Meal Services to be Provided" is hereby replaced with a new page entitled " <u>Attachment 5</u> Meal Services to be Provided 2014-2015" as attached to this renewal contract. |
| Amendment Three | Entitled "Delivery Schedule" is hereby replaced with new page(s) entitled " <u>Attachment 6</u> Delivery Schedule 2014-2015" as attached to this renewal contract. |
| Amendment Four | Entitled "Price Schedule" is hereby replaced with a new page entitled " <u>Attachment 7</u> Price Schedule 2014-2015" as attached to this renewal contract. |
| Amendment Five | <u>§ I.J.5. Renewal:</u>
The south Consumer Price Index (CPI) for Food and Beverage for the 12-month period ending in May 2014 shall determine the maximum allowable unit meal price increase which is 2.75%. |
| Amendment Six | Any reference in the Contract to Registered Caterer is hereby changed to read Caterer. |

IN WITNESS THEREOF, the parties hereto have caused this Renewal Catering Contract and its Amendments (1-5 attached) to be adopted and incorporated into the catering contract by reference, consistent with the terms of the Contract and to be executed by their undersigned official.

I have been advised to seek legal counsel before signing this CCFP Renewal Catering Contract. I have read and agree to the statements and terms in this contract.

By this signature, I/we warrant and affirm that we have no financial interest in the Institution or facility. Should such financial interest be later found, this contract and all reimbursement under it shall be refundable to the CCFP from the date such financial interest existed.

FOR CATERER:

Original Signature of Authorized Caterer Representative and Accepting Responsibility in the name of the Caterer

Printed Name of Authorized Caterer Representative

Title

Dated

Company Name

ATTEST:

Original Signature of Witness to Caterer

Printed Name of Witness to Caterer

Dated

I have been advised to seek legal counsel before signing this CCFP Renewal Catering Contract. I have read and agree to the statements and terms in this contract.

By this signature, I/we warrant and affirm that we have no financial interest in the Caterer. Should such financial interest be later found, this contract and all reimbursement under it shall be refundable to the CCFP from the date such financial interest existed.

All required CCFP review and approval of the terms of this contract have been obtained in advance of final execution of this contract.

FOR INSTITUTION/FACILITY:

**Original Signature of Authorized Institution/facility Representative and Accepting Responsibility in the name of the Institution/facility*

Printed Name of Authorized Institution/facility Representative

Title

Dated

Organization Name and CCFP Authorization No.

ATTEST:

Original Signature of Witness to Institution/facility

Printed Name of Witness to Institution/facility

Dated

**Upon execution of this contract, the Institution/facility remains responsible for ensuring that all meals claimed for reimbursement from the CCFP meet all regulatory requirements.*

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Attachment 2

Cycle Menu

Institution must remove blank page and insert Cycle Menu of choice (A, B, or C; no pork or no peanut version of A, B, or C; or Kosher menu) – pages iv-viii

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Attachment 5**Meal Services to be Provided**

- 1) **The Institution must select meal types and how food items shall be delivered by checking the appropriate boxes.** Note: Breakfast, Lunch and Supper ***must*** include milk. Snack may include milk according to cycle menu selected.

☐ **Breakfast**

- ☐ Bulk
☐ Unitized

☐ **Lunch/Supper**

- ☐ Bulk
☐ Unitized

☐ **Snack**

- ☐ Bulk
☐ Unitized

- 2) **The Institution must select milk type(s) and size(s) of milk container(s) to be delivered.** Note: Between a child's first and second birthday, whole milk should be served. After a child's second birthday, lowfat or fat free milk is required. **Note: Contract price must include the price of milk to be included with program meals. The Caterer must charge separately should additional milk be requested by the Institution outside the scope of this contract.**

☐ **Lowfat (1%)**

- ☐ Gallon
☐ Half-gallon
☐ Individual 8 oz. cartons
☐ Other: _____

☐ **Fat free (skim)**

- ☐ Gallon
☐ Half-gallon
☐ Individual 8 oz. cartons
☐ Other: _____

☐ **Lowfat or fat free flavored milk**

- ☐ Gallon
☐ Half-gallon
☐ Individual 8 oz. cartons
☐ Other: _____

☐ **Whole**

- ☐ Gallon
☐ Half-gallon
☐ Individual 8 oz. cartons
☐ Other: _____

Maximum number of children age one: _____

- 3) **The Institution must check below if the Caterer shall deliver sandwich foods in bulk or pre-assembled. The Institution or facility must be authorized to assemble sandwiches onsite and have adequate storage space to hold sandwiches at proper temperatures.**

☐ **Bulk**, Prefer the Caterer to deliver sandwich foods separately in bulk.

☐ **Pre-assembled**, Prefer the Caterer to deliver sandwiches pre-made.

- 4) **The Institution must check below if the Caterer shall supply disposable meal service products.** Note: See minimum paper product specifications below. **Note: Contract price must include the price of disposable meal service products when the "yes" box below is checked. The Caterer may charge separately should additional quantities of disposable meal service products be requested by the Institution outside the scope of this contract.**

☐ **Yes**, Caterer must supply disposable meal service products.

☐ **No**, Caterer not required to supply disposable meal service products.

Minimum Disposable Meal Service Products:

- 8 oz. paper cold cup
- 10 oz. paper cold cup
- 8 oz. foam cup
- 10 oz. foam cup
- 9 oz. soft plastic, translucent cup
- 10 oz. soft plastic, translucent cup
- 9 in., 3-compartment, white, un-laminated foam or plastic plate
- 10.25 in., 3-compartment, white, un-laminated foam or plastic plate
- 4 oz. or 8 oz. foam container
- 5 oz., white, impact bowl
- 12X13, 1 ply, white, 1/4 fold napkins
- Medium weight, plastic forks
- Medium weight, plastic spoons
- Individually wrapped plastic straws

- 5) **The Institution must check below if the Caterer shall supply with each delivery, clean serving utensils (scoops and/or ladles and/or measuring-serving spoons of standard sizes, disposable or stainless) to ensure appropriate serving size of foods as specified by the Child Care Food Program Meal Pattern for Children, Attachment 2 and the Cycle Menu, Attachment 3.**

☐ **Yes**, Caterer must supply serving utensils.

☐ **No**, Caterer not required to supply serving utensils.

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Attachment 6

Delivery Schedule

To be completed by the Institution (*in ink and retain copy*) prior to execution of the Standard Catering Contract and provided to the Caterer.
(Make additional copies if needed.)

Note: The Institution must delete or add facilities at least one week prior to the required date of service. The Delivery Schedule or other written notice must be used to add or delete facilities.

Institution or Facility	Address	Telephone No.	Contact Person	Type of Meal* & Estimated Total No. Needed Per Day	Desired Delivery Time(s)

*B = Breakfast, L = Lunch, S = Supper, MS = Morning Snack, AS = Afternoon Snack, ES = Evening Snack

Price Schedule

Name of Institution: _____ CCFP Authorization No.: _____

Type of Meal per Contract Specifications	Estimated Total No. of Meals per Day 1	Estimated No. of Serving Days per Year 2	Unit Price per Meal 3	Total Price 4
Breakfast (Ages 1-5*)				
Breakfast (Ages 6-12)				
Lunch (Ages 1-5*)				
Lunch (Ages 6-12)				
Supper (Ages 1-5*)				
Supper (Ages 6-12)				
Morning Snack (Ages 1-5*)				
Morning Snack (Ages 6-12)				
Afternoon Snack (Ages 1-5*)				
Afternoon Snack (Ages 6-12)				
Evening Snack (Ages 1-5)				
Evening Snack (Ages 6-12)				
"Boxed" Lunches (Ages 1-5)				
"Boxed" Lunches (Ages 6-12)				

Grand Total
5

By affixing my signature on this quote, I hereby state that I have read all contract terms, conditions and specifications and agree to all terms, and conditions, provisions, and specifications. I certify that I will provide and deliver to the location(s) specified in the contract.

Caterer Company Name: _____

Authorized Caterer Representative: _____

(Signature) (Date)

Name and Title: _____
(Print or Type)