



EXTENSION OF 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 Organization, _____ and the Vendor, _____.

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. The current price per meal is:

- Breakfast \$ _____ each
Lunch \$ _____ each
Supper \$ _____ each
Snack \$ _____ each
Total* \$ _____

4. The new price per meal is:

- Breakfast \$ _____ each
Lunch \$ _____ each
Supper \$ _____ each
Snack \$ _____ each
Total* \$ _____

*The difference between the total current and total new price cannot exceed 5%.

5. The original Contract was in effect from ____/____/____ to ____/____/____ and may be extended four times. This is the

(check one):

First Extension ____ Second Extension ____ Third Extension ____ Last Extension ____

6. Certification by Organization's 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.

Signature _____
Print Name _____
Title _____
Date ____/____/____

7. Certification by 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.

Signature _____
Print Name _____
Title _____
Date ____/____/____
Email: _____
Vendor - attach a copy of the current health department permit.

Extension of Vendor Contract Instructions

The extension clause in your contract allows you to extend the existing contract, up to four times, one year at a time. If your Organization elects not to extend the contract, please follow the procedures for a new contract as outlined in CACFP Policy Memo Number 215 *Purchasing Meals from a Food Service Vendor for Food Service Contracts less than or equal to \$250,000* or Policy Memo 216 *Purchasing Meals from a Food Service Vendor for Food Service Contracts greater than \$250,000*.

If you choose to extend the contract for one year, follow the steps below.

1. One month before your contract expires, contact your current Vendor and offer to extend the existing contract for another year.
2. Inform the Vendor that the terms and conditions of the original contract must remain the same, except for the price. The price per meal may be negotiated but the combined total cannot be greater than 5%.

For example, if the Vendor previously charged a total of \$3.00 for breakfast, lunch, and snack, the Vendor cannot charge more than \$3.15 (5% of 3.00 = \$.15).

3. If the Vendor agrees to maintain current prices or the increases are 5% or less, you can complete Sections 1, 2, 3 and 5 and sign Section 6. Send the extension form to the Vendor. The Vendor must complete Section 4 (the new price per meal), sign the form in Section 7 and attach a four-week menu, daily delivery invoice, and current health department permit.
4. If the Vendor wants a price increase greater than 5%, you cannot extend the existing contract. In this case, follow the procedures in CACFP Policy Memo Number 215 or 216.
5. If the total cost of the contract is:

Greater than \$250,000 per year

Submit the completed CACFP-141 (Extension of Vendor Contract), a current four-week menu, daily delivery invoices, and the Vendor's current health department permit to CACFP for approval.

Less than or equal to \$250,000 per year

Keep the completed CACFP-141 (Extension of Vendor Contract), a current four-week menu, daily delivery invoices, and the Vendor's current health department permit on file. Contact CACFP if you need assistance.