



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/Supper \$ _____ each

Snack \$ _____ each

Total* \$ _____

4. The new price per meal is:

Breakfast \$ _____ each

Lunch/Supper \$ _____ each

Snack \$ _____ each

Total* \$ _____

**The difference between the total current and total new price cannot exceed 3%.*

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 ____/____/____

**Attach a four-week cycle menu and
daily delivery invoice.**

Instructions

The extension clause in your contract allows you to decide if you want 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 110 *Purchasing Meals from a Food Service Vendor*.

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

1. 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 3%.

For example, if the vendor previously charged a total of \$3.00 for breakfast, lunch, and snack, the vendor cannot charge more than \$3.09 (3% of 3.00 = \$.09).

3. **If the vendor agrees to maintain current prices or the increases are 3% or less**, you can complete Sections 1, 2, 3 and 5. 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 cycle menu and daily delivery invoice.
4. **If the vendor wants a price increase greater than 3%**, you cannot extend the existing contract. In this case, follow the procedures in CACFP Policy Memo Number 110 *Purchasing Meals from a Food Service Vendor* and:
 - a. ***If the total cost of the contract will be \$100,000 or less***, use form CACFP-142 *Vendor Contract Packet*.
 - b. ***If the total cost of the contract is over \$100,000***, use form CACFP-143 *Invitation for Bid and Vendor Contract Packet*.
5. **If the total cost of the contract is:**

over \$100,000

the completed extension, a current four-week cycle menu, daily delivery invoices, and the vendor's current health department permit must be submitted to CACFP for approval.

\$100,000 or less

the completed extension, a current four-week cycle menu, daily delivery invoices, and the vendor's current health department permit must be kept on file.

Contact CACFP if you need assistance.