Summer Food Service Program (SFSP)

*RENEWAL AGREEMENT*

This letter is a written agreement between the following sponsor of the Summer Food Service Program (SFSP) and vendor to renew the most recent contract/contractual agreement for food service. Both parties affirm the continuation of the agreed upon terms of the most recent contract and will abide by the terms noted. Any changes to the existing contract are noted below in full.

|  |  |
| --- | --- |
| SFSP SPONSOR AGENCY | VENDOR |
| Institution Name: | Company Name: |
| Institution Address: | Vendor Address: |
| Telephone Number: | Telephone Number: |

This renewal agreement covers the following time period (insert time frame of agreement):

|  |  |
| --- | --- |
| START DATE | END DATE |
|  |  |

Terms are as follows:

1. \_\_\_\_\_ No change to existing contract/contractual agreement.
2. \_\_\_\_\_ There is a change in price from the previous contract/agreement.

New price(s): Breakfast \_\_\_\_\_\_ Lunch \_\_\_\_\_\_ Snacks \_\_\_\_\_\_

Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please indicate any other changes to the existing contract/contractual agreement (additional sheets may be added):

|  |  |
| --- | --- |
| SIGNATURE OF SFSP SPONSOR  REPRESENTATIVE | SIGNATURE OF VENDOR REPRESENTATIVE |
|  |  |
| TITLE: | TITLE: |
| DATE SIGNED: | DATE SIGNED: |

**Attachment B**

**(insert cycle menus)**

**attachment c – Site Information LisT**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sponsor Name | | | Address | | | | Contact Person/Phone # | | |
| Site Name & Address | Begin  Date  (1) | End  Date  (2) | Total  Days  Op.  (3) | Meal Type  (4) | Average  Meals/  Days  (5) | Total  Meals  (6) | Delivery Time  For Each  Meal Type  (7) | Refrigerate  All Meals  YES NO | |
|  |  |  |  | Breakfast |  |  |  |  |  |
|  |  |  |  | AM Supplement |  |  |  |  |  |
|  |  |  |  | Lunch |  |  |  |  |  |
|  |  |  |  | PM Supplement |  |  |  |  |  |
|  |  |  |  | Supper |  |  |  |  |  |
|  |  |  |  | Breakfast |  |  |  |  |  |
|  |  |  |  | AM Supplement |  |  |  |  |  |
|  |  |  |  | Lunch |  |  |  |  |  |
|  |  |  |  | PM Supplement |  |  |  |  |  |
|  |  |  |  | Supper |  |  |  |  |  |
|  |  |  |  | Breakfast |  |  |  |  |  |
|  |  |  |  | AM Supplement |  |  |  |  |  |
|  |  |  |  | Lunch |  |  |  |  |  |
|  |  |  |  | PM Supplement |  |  |  |  |  |
|  |  |  |  | Supper |  |  |  |  |  |
|  |  |  |  | Breakfast |  |  |  |  |  |
|  |  |  |  | AM Supplement |  |  |  |  |  |
|  |  |  |  | Lunch |  |  |  |  |  |
|  |  |  |  | PM Supplement |  |  |  |  |  |
|  |  |  |  | Supper |  |  |  |  |  |
|  |  |  |  | Breakfast |  |  |  |  |  |
|  |  |  |  | AM Supplement |  |  |  |  |  |
|  |  |  |  | Lunch |  |  |  |  |  |
|  |  |  |  | PM Supplement |  |  |  |  |  |
|  |  |  |  | Supper |  |  |  |  |  |
|  |  | Grand  Totals | | Breakfast |  |  |  |  |  |
|  |  | AM Supplement |  |  |  |  |  |
|  |  | Lunch |  |  |  |  |  |
|  |  | PM Supplement |  |  |  |  |  |
|  |  | Supper |  |  |  |  |  |