ADDENDUM TO CACFP
FOOD PROCUREMENT CONTRACT

The _____(hereinafter "Sponsor")
(Name of sponsoring agency)

and _____(hereinafter "Vendor")
(Name of vendor)
currently have an existing food procurement contract (as checked below) that is in effect through _____.
(month/day/year)

☐ School Food Service Vending Agreement ☐ Invitation For Bid and Contact
☐ Small Purchase Vending Contact ☐ Renewal Contract for Invitation For Bid and Contract

As an addendum to this existing food procurement contract, both parties mutually agree to **[check applicable box (es)]:**
☐ Add the following site(s): _____
[List site name(s)]
_____

☐ Add meal(s) and /or snack(s) as checked below to the existing contract beginning _____.
____ Breakfast ____ Lunch ____ Supper (month/day/year)
____ AM Snack ____ PM Snack ____ Evening Snack

☐ Extend existing contract (as noted above) on a short term basis through the following date: _____.
(month/day/year)
(Note: If the contract needs to be extended again beyond the above date, the sponsor must obtain approval from the State Agency before another addendum is completed and signed by both parties. Addendums cannot be used as a method to avoid completion of the required CACFP food procurement contracts.)

TERMS
The price per meal for added meal/snack or for meals/snacks at new site(s) will be:
$_____breakfast $_____lunch $ _____supper $_____snacks
All other terms and conditions of the existing contract checked above will be applicable to this addendum except for (list any changes):_____
_____

ATTACHMENTS
For New/Added Site: Sponsor must submit to the State Agency a copy of current food service license and/or health inspection report for new/added site. For Added Meal/Snack: Sponsor must submit to the State Agency copy of one month's menus for the meal/snack.

APPROVAL
This addendum to the agency's existing current food procurement contract is subject to approval by the Child and Adult Care Food Program, Ohio Department of Education.

SIGNATURES
IN WITNESS WHEROF, the parties hereto have executed this Addendum to the Existing CACFP Food Procurement Contract as of the date indicated below. The individuals signing as the authorized representative are deemed to have authorization to bind the agency to legal and binding agreements.

SPONSORING AGENCY	VENDOR
Signature of Authorized Representative:	**Signature of Authorized Representative:**
Print Name:	**Print Name:**
Title:	**Title:**
Date:	**Date:**
Telephone:	**Telephone:**
Fax Number:	**Fax Number:**

USDA is an equal opportunity provider and employer.
DISTRIBUTION: Copy to Vendor; copy to CACFP State Agency; original to be kept by Sponsor. **8/2013**