

OPERATED.

UPPER LAKES FOODS

TO: School Food Authority -- Crosslake Community School
FROM: Denise Sorensen
DATE: May 6, 2021
SUBJECT: USDA Donated Foods (Commodities)

Upper Lakes Foods will deliver and charge the following:

Commodity fee per district dry or frozen \$2.20 per case

Plus, handling and storage pass through fee charged by Americold Newport per case.

Diverted/processed commodities:

Commodity fee per district dry or frozen \$2.20 per case

Diverted/processed commodities shall be removed from ULF warehouse within 10 days after such time; a monthly fee may be discussed if storage is necessary.

- Delivery Schedule to be determined per individual School Food Authorities.
- ULF will not provide storage for USDA Donated Foods for extended periods of time.
- ULF reserves the right to review the contract addendum January 1, 2022.
- In the event there are mandated changes in the Distribution of USDA Foods, Upper Lakes Foods reserves the right to adjust the commodity fee.

DISTRIBUTOR: UPPER LAKES FOODS, INC.
CONTACT PERSON: DENISE SORENSEN
ADDRESS: 801 INDUSTRY AVENUE
CITY/STATE/ZIP: CLOQUET, MN 55720
TELEPHONE/FAX: (218) 879-1265 ext 4379 Fax (715) 392-1202
EMAIL:

SCHOOL FOOD AUTHORITY: Crosslake Community School
CONTACT PERSON: Kathy Faust
ADDRESS: 35808 Cty Rd 166 P.O. Box 1020
CITY/STATE/ZIP: Crosslake, MN 56442
TELEPHONE/FAX: 218-692-5437
EMAIL: kathyfaust@crosslakekids.org
jodischott@crosslakekids.org - Billing
SFA REPRESENTATIVE SIGNATURE: Kathy Faust

DISTRIBUTOR REPRESENTATIVE SIGNATURE: Denise Sorensen

801 INDUSTRY AVENUE
CLOQUET, MINNESOTA 55720

T. 800.879.1265
F. 218.879.1940

INFO@ULFOODS.COM
WWW.UPPERLAKESFOODS.COM



Procurement Procedure

Goods/Service to be procured: Prime Vendor Contract for Food and Supplies

Personnel Conducting Procurement: Crosslake Community Charter School PK-12

PO box 1020, 35808 County Rd 66 Crosslake, MN 56442 Enrollment 175

Meals - Breakfast approximately 60 Lunch approximately 115, School Calendar Attached

Contact: Kathy Faust Director of Food Service at kathyfaust@crosslakekids.org or 218-692-5437 x 140

Estimated Purchase Amount: \$30,000.00

Contract type

Fixed Price	Cost	Reimbursable
<ul style="list-style-type: none">• Firm Fixed• For all Market Basket Items	<ul style="list-style-type: none">• Market Basket attached fill out quotes and return	<ul style="list-style-type: none">• Cost Reimbursable plus Fixed Fee• For MSFBG Items• For Commodity Items

Solicitation Release Date: 4-20-2020

Bid Due Date: 5-15-2020

Contract Date: 2020-2021 School Year

☐ Annual ☒ Renewable

Procurement Steps:

1. Provide weekly delivery with 2 different days possible - Deliveries times to be negotiated, no deliveries allowed in recess area, during recess times only. Appoint a salesperson to provide an open line of communication between parties.
2. Provide commodity pricing and delivery.
3. Provide MSFBG products delivery with Market Basket Item Delivery - When subs are needed contact must be made and price adjusting is required with similar cost and specs of item.
4. Provide Buy American products - some type of communication of how to tell if an item is not American - Priority to purchasing Local Foods - Farm to School Items.
5. Both parties must give at least 30 days in written to dissolve contract.
6. Contract can be renewed yearly by contacting Prime Distributor to renew.

Implementation Date: July 1, 2020

Signature CCS: Kathy L. Faust Director of Food and Nutrition Services

Signature Prime Vendor: Reene Parks

Review/Revise Date: 5-11-21 Initials CCS: KF Prime Vendor: _____

with changes updated, to continue Marketbasket price
Contract for school year 2021-2022

Kathy L. Faust Director of Food and Nutrition Services
Crosslake Community School 5-11-21

* Upper Lakes Foods

Reene Parks, Bid Department Manager 5/12/21