



900 South Highway 10, St. Cloud, MN 56304 320-251-3200 Fax 320-259-0747

## COMMODITIES AGREEMENT

School District # and Name: Crosslake Community Charter School

Address: 35808 County Road 166 P.O. Box 1020

City: Crosslake State: MN Zip: 56442

Phone: (218) 692-5437

Foodservice Director or contact: Kathy Faust 218-692-9140 <sup>Food Service</sup> office

School District # 4059 agrees to use Sysco Western MN as their primary foodservice distributor for the 2023-2024 school year. I understand that as our primary foodservice distributor, Sysco Western MN agrees to deliver our USDA commodity products for a fee.

### DONATED BROWN BOX COMMODITY DELIVERY FEES:

Sysco Western MN will charge \$2.95 per case to deliver your donated Brown Box commodities.

\*\*\*This is in addition to any warehouse fees charged by the Wisconsin Warehouse. \*\*\*

### REPROCESSED COMMODITY DELIVERY FEES:

Sysco Western delivery fee on reprocessed commodities will vary based on handling cost. Sysco Western MN minimum delivery fee per case is \$2.95.

### STORAGE FEE:

Sysco Western MN reserves the right to charge \$1.00 per case for any commodity products left at Sysco Western MN for more than 30 days.

Kathy L. Faust 4/19/2023  
Authorized Signature for District / Date

Michael Daniels  
Authorized Signature for Sysco Western / Date

Kathy Faust  
Name

Director Local Sales  
Name

## 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 120, School Calendar Attached

Contact: Kathy Faust Director of Food Service at [kathyfaust@crosslakekids.org](mailto: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"> <li>Market Price</li> </ul>	<ul style="list-style-type: none"> <li>As invoiced</li> </ul>	<ul style="list-style-type: none"> <li>Cost Reimbursable plus Fixed Fee of \$2.95 per case</li> <li>For MSFBG Items</li> <li>For Commodity Items</li> </ul>

Contract Date: 2023-2024 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 – 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: 6-1-2023 Initials: KF

Review/Revise Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Signature CCS: Kathy L. Faust Signature Prime Vendor: Michael Daniels



# Signature Certificate

Reference number: VZOHQ-TDZ2G-BJ7FX-4KPYT

Signer	Timestamp	Signature
<b>Michael Daniels</b> Email: michael.daniels@sysco.com  Sent: 03 May 2023 14:49:05 UTC Viewed: 04 May 2023 11:41:45 UTC Signed: 04 May 2023 11:42:49 UTC		
<b>Recipient Verification:</b> ✓ Email verified	04 May 2023 11:41:45 UTC	IP address: 67.230.230.138 Location: Evansville, United States

Document completed by all parties on:  
04 May 2023 11:42:49 UTC

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