***Sample Board of Education Minutes Template for Award/Renewal of***

***Commercial Vended Meals***

***AWARD-*** Sample Wording for Award of Commercial Vended Meal Contract

Date of Board Meeting:

Resolution #:

Motion to approve the following resolution. The Board received the following

(***Select one****:) Invitation for Bid (IFB) or Request for Proposal (RFP)* from

*(Names of All Commercial Vendors that responded to the IFB or RFP)*

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for commercial vended meals. Now, therefore be it resolved that the Board hereby accepts and awards the contract to

*(Name of Commercial* ***Vendor Awarded*** *Contract)*

for the 20 \_ -20 school year with the following per meal/snack prices:

$ per meal/snack ***exactly*** as stated in the contract:

*(Applicable Price(s))*

|  |  |
| --- | --- |
| Per Meal Lunch Price | $  |
| Per Meal Breakfast Price | $  |
| Per Snack After School Snack Price | $  |

 Motion to Approve:

Second to Approve:

Certification Statement

I \_ hereby certify that this

*(Name of Person and Title)*

is a true and correct excerpt from the

*(Board of Education Name)*

Meeting minutes of \_.

*(Date of Board of Education Meeting)*

Signature:

Title:

Date:

 Provide required information in ECAS and keep a signed copy on file for the State Agency during

 administrative and/or procurement reviews

***See next page for RENEWAL Template***

***RENEWAL-***Sample Wording for Renewal of Commercial Vended Meal Contract

Date of Board Meeting:

Resolution #:

Motion to approve the following resolution. The Board wishes to renew the contract for commercial vended meals with for the 20 -20\_

*(Name of Commercial Vendor)*

school year. The price adjustment for

*(Meal Type-Breakfast, Lunch, Snack and Dinner)*

is consistent with the current Index Rate posted on the Division of Community Affairs website as of this date. Now, therefore be it resolved that the Board hereby accepts and renews the contract with

 for the 20 -20 school year with

*(Name of Commercial Vendor)*

the following per meal/snack prices:

$ per meal/snack ***exactly*** as stated in the renewal:

*(Applicable Price(s))*

|  |  |
| --- | --- |
| Per Meal Lunch Price | $  |
| Per Meal Breakfast Price | $  |
| Per Snack After School Snack Price | $  |

Motion to Approve:

Second to Approve:

Certification Statement

I \_ hereby certify that this

*(Name of Person and Title)*

is a true and correct excerpt from the \_

*(Board of Education Name)*

Meeting minutes of \_.

*(Date of Board of Education Meeting)*

Signature:

Title:

Date:

 Provide required information in ECAS and keep a signed copy on file for the State Agency during

 administrative and/or procurement reviews