

**SY2019-20 Annual Renewal of Services
Super Co-Op
A California USDA Foods Cooperative**



Member District: San Mateo-Foster City School District

Please check (✓) your response:

X	We plan to CONTINUE membership with Super Co-Op for SY2019-20.
	We do NOT plan to continue membership with Super Co-Op for SY2019-20. What alternate USDA Foods delivery method do you plan to use? _____

Santa Clarita Valley School Food Services Agency is the Lead Agency of the Super Co-Op and hereby given authority to contract for USDA Foods and related services on behalf of Member Districts.

The parties agree as follows:

- Both parties must remain eligible Recipient Agencies for receipt of United States Department of Agriculture (USDA) donated commodity foods (USDA Foods) as determined by the California Department of Education (CDE), Nutrition Services Division.
- Through this written agreement, the Lead Agency is assigned control of the Member District's fair share of USDA Foods entitlement for SY2019-20. The Lead Agency is responsible for ordering, receiving, storing, and distribution of Direct Delivery USDA Foods on behalf of the Member District.
- Lead Agency is responsible to maintain an inventory management system for all USDA Foods Direct Delivery items received and stored on behalf of the Member District. The Member District is responsible to maintain an inventory management system for all USDA Foods Direct Delivery or processed items after delivery to the Member District.
- Both parties are responsible for compliance with USDA and the CDE, Nutrition Services Division policies and regulations.
- SY2019-20 Fees:
Membership Fees are paid by Member District directly to the Lead Agency, billed in July 2019.
Annual Renewal Fee beginning the 2nd year of membership shall be 0.3% of the current year USDA Foods estimated entitlement on July 1.
State Administrative Fee of \$0.90 per case/unit of USDA Foods direct delivery (brown box) and diverted to processors.
Delivery fees as per member district selected distributors.
All fees are subject to change, as approved by the Super Co-Op Governing Council.
Member District agrees to remit all Super Co-Op fees promptly upon receipt of invoice.
- Member District agrees to abide by the current Super Co-Op Governing Rules, Brown Box Storage Policy, and other rules or policies as approved by the Governing Council.

7. Should a loss of USDA Foods being held for the Member District occur, due to/ but not limited to theft, spoilage, etc., the Lead Agency is responsible to the CDE, Nutrition Services Division and/or the USDA for the Fair Market Value of that food item(s). Both the Member District and Lead Agency shall be responsible to maintain insurance coverage or contract provisions for insurance coverage with third party vendors that move or house USDA Foods at the fair market value.
8. Member District shall respond to pre-planners and offerings promptly.
9. Member District shall read all correspondence from the Super Co-Op and respond promptly as indicated.
10. Member District shall maintain accurate contact information with the Super Co-Op to assure proper routing of invoices and correspondence.
11. Member District agrees to complete the annual Food Distribution Program Annual Commodity Contract Packet in CNIPs when notified by the California Department of Education, typically in June of each year.
12. Member District agrees to verify Value Pass Through (VPT) for all processed USDA Foods purchased and monitor entitlement balance ensuring that processed product is reported correctly by distributors or processors. Discrepancies shall be addressed promptly with USDA Foods distributor and/or processor.
13. In the event of a change in Lead Agency, this Agreement shall convey to the new Agency.
14. Termination of the Assignment of USDA Foods shall be made in writing to the Lead Agency no later than December 10 to take effect the following June 30.
15. Provide current contact information for three (3) individuals at your district/agency:

Nutrition Services Director	
Name	Andrew Soliz
Title	Director of Child Nutrition Services
Telephone	(650) 312-1968
Email	asoliz@smfcsd.net

Accounts Payable Contact	
Name	Vickie Miller
Title	Accounting Specialist – Food Service
Telephone	(650) 312-1968
Email	vmiller@smfcsd.net

Additional Contact for USDA Foods management	
Name	
Title	
Telephone	
Email	

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By signing this, I certify that I am an authorized representative of the Member District and agree to adhere to the terms specified herein.

Member District	San Mateo-Foster City School District
Signature	
Print Name	Carolyn Chow
Title	CBO
Date	

Lead Agency	Santa Clarita Valley School Food Services Agency
Signature	
Print Name	Dr. Lynnelle Grumbles
Title	Chief Executive Officer
Date	

Return signed copy by December 7, 2018 to Lynnelle Grumbles at the Lead Agency. A signed copy will be returned to you.

Dr. Lynnelle Grumbles
LGrumbles@scvsfsa.net
Santa Clarita Valley School Food Services Agency
25210 Anza Drive, Santa Clarita, CA 91355
Phone (661) 295-1574 x103