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Southwest Indiana Co-Op Agreement 2024-25 Food Procurement Membership

Purpose: It is the intent of the members of the Southwest Indiana Co-Op using the Child Nutrition Bids to maintain the integrity of bids (or request for proposals) and the bidding process and to hold those choosing to use the bids to the standards outlined below.

Membership

- ❖ Must be a member of the Southern Indiana Education Center and the Southwest Indiana Co-Op or a member of another ESC and approved for membership by the Southwest Indiana Co-Op; and not contracted by a Food Service Management Company
- ❖ To participate in the food service bids, the participating school districts (or nonpublic schools) must agree to the following:
 - The term of this agreement shall be from July 1, 2024 through June 30, 2025.
 - The Southwest Indiana Co-Op shall be represented by the Food Service Director (or other person as assigned) of each school district that participates in the bids.
 - This agreement shall be signed and submitted by March 13, 2024 to participate in the 2024-25 bids.

_____ will participate in the following bids for the 2024-25 school year:
(name of school district or nonpublic school)

_____ Bakery Bid – will be re-bid in an effort to receive additional options for fresh bread products

_____ Dairy Bid – possible renewal with Prairie Farms for 2024-25

_____ Distributor Bid – expires 6-30-24 and will need to be re-bid

Special notes you have regarding the above bids:

Contract Terms

- Commit to participate in the cooperative by agreeing to have a representative present at the Food Co-Op Meetings if at all possible. Every member district is entitled to one vote if present at meetings or via an Absentee Ballot if a quorum is not in attendance. (Reminder - Associate Co-Op members do not have voting rights.) Meetings will be conducted *at least quarterly* during the school year.
- Provide estimated quantities of each of the commodity items to be processed/purchased and try to purchase these amounts.
- Meet minimum delivery quantities as established in the bid.
- Notify the distributor of menu changes if it will significantly impact usage (25 cases or more per month or one-time usage).
- Pay vendor(s) as per awarded terms and conditions unless prior arrangements have been made between the participating member and the vendor(s).
- Return all necessary forms in a timely fashion with appropriate signatures. Reply to email requests and product request information per deadlines as set by the Co-Op.

Each participating member represents the group, and their actions impact the integrity of the entire cooperative. Districts who fail to adhere to the terms of this agreement may result in the vendor(s) refusing to sell product to that member at the agreed upon price and that member could be excluded by the consortium in future bids.

If a district is found to not be following this agreement, the Co-Op Facilitator will discuss issues with the nonconforming district and help create a plan of action that will realign them with the bid program they agreed to participate in.

Agreed to and executed by mutual agreement as per signatures below:

(Print) Name

School District

(Signature) Name

Email Address

Title

Date

~Information below for SW Indiana Co-Op Facilitator – please do not write below this line~

SW Indiana Co-Op Facilitator

Date