



April 4, 2015

Dr. Stephen R. Johns  
Business Manager  
Millburn CCSD #24  
18550 West Millburn Road  
Wadsworth, IL 60083

Dear Dr. Johns:

Enclosed find all renewal documents required to complete the renewal process for the 2015-15 school year.

Note there is a change in the *Certification Form* that requires the District to report allotted commodity dollars and usage for the school year. Because of this, you will not be able to submit the renewal to the State until the end of the school year. That does not, however, prevent you from taking it to your Board of Education for approval now.

Also included are the recommendations for price increases and the *Food and Labor Cost Outlook* that documents the need for the CPI increase. We will be happy to provide a financial projection upon request.

We are asking for an increase of 3.0% in the meal rate(s) as allowed in our agreement. Please feel free to call on us with any questions you may have regarding the documents enclosed.

Arbor Management, Inc. is proud of the partnership that we share with Millburn CCSD #24, and we look forward to serving your students and staff in the 2015-16 school year.

Regards,

**Arbor Management, Inc**

*Marjana S. Nixon*

Marjana S. Nixon  
Vice-President, Operations

Cc: Distribution

Date of Original Contract August 10, 2012			
Year of Renewal (Circle)			
1	2	X	4

**Contract Renewal Agreement for  
Food Management Services  
Nonprofit Food Service Program**

This document contains the rates and fees for the furnishing of food service management for nonprofit food service programs for the period beginning July 1, 2015, and ending June 30, 2016. The terms and conditions of the original contract are applicable to the contract renewal. Upon acceptance, this document shall constitute the contract renewal between the Food Service Management Company (FSMC) and the School Food Authority.

The FSMC shall not plead misunderstanding or deception because of the character, location, or other conditions pertaining to the contract.

PER MEAL PRICES MUST BE QUOTED AS IF NO USDA  
COMMODITIES WILL BE RECEIVED

	2014-2015 Rate	2015-2016 Rate**	Percentage Increase***
1. Reimbursable Breakfasts	1. _____	1. _____	1. _____
2. Reimbursable Breakfasts—Meal Rate Fee	2. _____	2. _____	2. XXXXXXXX
3. Reimbursable Lunches*	3. <u>\$2.6005</u>	3. <u>\$2.6785</u>	3. <u>3.0%</u>
4. Reimbursable Lunches—Meal Rate Fee	4. _____	4. _____	4. XXXXXXXX
5. Management Fee per School Meal (Breakfasts and Lunches)	5. _____	5. _____	5. _____
6. A la Carte Equivalents Fee*	6. <u>\$2.6005</u>	6. <u>\$2.6785</u>	6. <u>3.0%</u>
7. A la Carte Management Fee	7. _____	7. _____	7. _____
8. After-School Snacks	8. <u>.7848</u>	8. <u>.8083</u>	8. <u>3.0%</u>
9. Special Milk	9. _____	9. _____	9. _____
10. Other (specify)	10. _____	10. _____	10. _____

\*Rates must be the same.

\*\*Rates must not be rounded up. Do not exceed four decimal places.

\*\*\*Percentage increase must not exceed the allowable increase established in the original contract.

Arbor Management, Inc.  
 Food Service Management Company  
 2100 Corporate Drive Suite B  
 Street Address  
 Addison IL 60101  
 City State Zip Code

By submission of this proposed renewal agreement, the FSMC certifies that, in the event they receive a renewal award under this solicitation, the FSMC shall operate in accordance with all applicable current program regulations. This agreement shall not exceed one year.

Marjana S. Nixon Vice President, Operations 4/8/2015  
 Authorized Signature Title Date

**Acceptance of Contract Renewal Agreement**

Millburn Community Consolidated SD 24 34-049-0240-04  
 School Food Authority Agreement Number  
 Authorized Signature Title Date

## Contract Renewal Agreement Certification Form 2015–2016

The *Contract Renewal Agreement Certification Form* must be completed and signed by the school food authority's (SFA's) authorized representative. A copy of this form must be submitted by the SFA along with copies of all applicable, required contract renewal documents listed in Section C below.

### A. School Food Authority Information

Agreement Number (RCDT Code) 34-049-0240-04

School Food Authority Millburn CCSD 24

Contractor Name Arbor Management, Inc.

### B. General Contract Information

Contract Type:     FSMC     Vended     FSMC—Vended     Other

Programs:         Lunch         Breakfast     Special Milk         Afterschool Snack  
                      Summer Meals         Child and Adult Care Food Program

### C. Required Documentation

Submit copies of the following documents.

- *Contract Renewal Agreement*, signed by both parties;
- *Contract Renewal Agreement Certification Form 2015–2016*, signed by the SFA's authorized representative;
- *Food-Based Meal Pattern Contract Amendment*, if applicable, signed by both parties;
- Certification forms, as applicable, signed annually by the contractor
  - If the annual contract is \$25,000 or more—Signed copy of the *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions*,
  - If the annual contract is over \$100,000—Signed copy of the *Certificate Regarding Lobbying—Contracts, Grants, Loans, and Cooperative Agreements*,
  - If the annual contract is over \$100,000 and any funds other than Federal appropriated funds have been used for lobbying—Signed copy of the *Disclosure of Lobbying Activities*; and
- Any other amendments for non-material allowable contract changes accompanied by written justification for the amendment.

### D. Contract Renewal Terms

Per the contract renewal terms stated in the contract, the maximum allowable percentage increase that may be applied to the fixed meal rates and fixed management fees is as follows (refer to the contract for renewal terms; check the appropriate box):

- |   |      |
|---|------|
| <input checked="" type="checkbox"/> CPI—Food Away From Home (Dec) | 3.0% |
| <input type="checkbox"/> CPI—All (Dec)                            | 0.8% |
| <input type="checkbox"/> CPI—Food (Dec)                           | 3.4% |
| <input type="checkbox"/> Other (specify) _____                    |      |

**E. Certification Statement**

Under the provisions of the United States Department of Agriculture, Food and Nutrition Service, I certify as a sponsor in the Child Nutrition Programs all information contained in the executed *Contract Renewal Agreement* and accompanying contract renewal documents is true and accurate.

I understand the nonprofit school food service program account cannot be used to pay for unallowable contract costs. As authorized representative for the school food authority noted above, I will ensure operation of the nonprofit school food service program, including use of nonprofit school food service program account funds, is in compliance with the rules and regulations of the Illinois State Board of Education and the United States Department of Agriculture regarding Child Nutrition Programs.

I understand revisions cannot be made to the executed *Invitation for Bid and Contract* without first submitting proposed revisions to the Illinois State Board of Education for review and receiving written notification the proposed revisions are allowable within the regulatory guidelines. Furthermore, I understand additional documents and/or agreements, including those developed by the contractor, cannot become part of the executed contract.

I understand all contract information provided to the Illinois State Board of Education is being given in connection with the receipt of federal funds and deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes. Further, I understand such misrepresentation could result in the loss of federal and state funding received by the school food authority for School-Based Child Nutrition Programs.

I certify that all contract provisions, including those relating to USDA Foods, including the utilization by the FSMC/Vendor of USDA Foods to the maximum extent possible have been met.

School Year 2015 USDA Foods Entitlement Amount (A) \$ \_\_\_\_\_  
Amount of USDA Foods credited to the SFA by the FSMC/Vendor (B) \$ \_\_\_\_\_  
USDA Foods Entitlement Utilization Percentage (B / A) % \_\_\_\_\_

\_\_\_\_\_  
*Authorized Representative Signature* Title Date

**Mail, fax, or email to:**      **Nutrition and Wellness Programs  
Illinois State Board of Education  
100 North First Street W270  
Springfield, IL 62777-0001  
Fax: 217-524-6124  
Email: [cnp@isbe.net](mailto:cnp@isbe.net)**

**Please submit documents only once.** For example, do not fax and mail. Only one copy of each set of documents is necessary. **All original documents should be retained in the SFA's files.**