



Department of Purchasing

100 N. Main Street, 2nd Floor
Suffolk, VA 23434
(757) 925-6762 Fax (757) 925-6763

August 19, 2019

Ms. Kathy Sprague
Sysco Hampton Roads
7000 Harborview Boulevard
Suffolk, VA 23435

Dear Ms. Sprague:

**Subject: Notice of Award
IFB-1695-B Frozen Foods, Staples and Dry Goods**

This notice of award is to Sysco Hampton Roads to provide frozen foods, staples and dry goods for the Food and Nutrition Services Department of Suffolk Public Schools. Performance of all services and pricing related to this award shall be in accordance with IFB 1695-B and your bid dated August 5, 2019. Contact me if you have questions or need additional information.

Please return an acknowledged copy of this Notice of Award to the above address within ten (10) calendar days. Thank you and we look forward to working with you.

Sincerely,

Anthony Minds
Purchasing Manager

Please sign below to acknowledge receipt of the Notice of Award and to agree to the terms of IFB-1695-B and your bid dated August 5, 2019.

Acknowledged this the _____ day of _____ 2018

By _____ Title _____

Copies: LaToya Harrison, Acting Superintendent
Brian Williams, Coordinator of Food and Nutrition Services
Robert Morris, Food and Nutrition Services
Bid File

**IFB-1695-B, Frozen Foods, Staples and Dry Goods
August 19, 2019**

Additional Terms:

The initial term of the contract shall begin on the date of award and continue through Aug. 12, 2020. This contract shall be automatically renewed for four (4) additional one year periods, beginning on August 1st and ending on July 31st of each subsequent year unless otherwise terminated by either party by giving written notice prior to June 1st of each year. The School Board may approve a price increase for each subsequent year. This request shall be presented in writing by June 1st of each year and the cost increases shall not exceed the Consumer Price Index (CPI) as developed by the Bureau of Labor Statistics, U. S. Department of Labor for all Urban Consumers (CPI-U) South for the preceding calendar year.

Award:

Frozen Foods	\$ 166,590.22
Staples and Dry Goods	\$ 96,850.31

Initials

Date