



February 21, 2025

Greetings from AEA Purchasing!

You will find attached the agreement for participating in the AEA Purchasing Food, Ware Wash and Small Wares cooperative purchasing programs for school food service. As a reminder, AEA Purchasing has the ability to share this document electronically allowing for completion and e-signature by the authorized person/persons. If your school district is interested in completing this agreement electronically, please email administrative assistant Barb Adams at [barb@aeapurchasing.org](mailto:barb@aeapurchasing.org). Of course we are still able to accept signed and emailed copies as well. You may want to forward or print this off for your Superintendent or Business Manager.

In school year 2024-2025 there are 322 schools and districts that participate with the AEA Purchasing program and we anticipate over \$50 million dollars in purchases.

Electronic copies of the agreement for the 2025-2026 school year may be acquired at the AEA Purchasing website ([www.aea-purchasing.org](http://www.aea-purchasing.org)). PLEASE NOTE THE FOLLOWING.

1. THE AGREEMENT MUST BE COMPLETED ELECTRONICALLY OR RETURNED NO LATER THAN JUNE 30, 2025. THIS IS NOT NEGOTIABLE. The agreement is for school year 2025-2026. Please submit your agreement by email to [barb@aeapurchasing.org](mailto:barb@aeapurchasing.org) or:

Mail to: AEA Purchasing  
Attention: Barb Adams  
1521 Technology Parkway  
Cedar Falls, IA 50613

2. The agreement provides space to indicate the school's interest in participating in food, ware wash (dish wash) and/or small wares (pots, pans, silverware, etc.). Schools may choose any or all of these bids.
3. You will notice "TBD" or "to be decided" for the small wares options on this agreement. AEA Purchasing is currently out for bid for small wares, with an award date on or about May 16, 2025.
4. AEA Purchasing has taken every step towards ensuring that these bids are compliant with the Iowa Department of Education, Bureau of Nutrition and Health and Service and the USDA Food & Nutrition Service Department. The participating schools must do their part in ensuring compliance.

Schools or school boards wishing further information may contact Meg Brink at 563-341-7948 or [megan@aeapurchasing.org](mailto:megan@aeapurchasing.org).

Sincerely,  
AEA Purchasing Food Team  
Barb Adams, Clif Cameron, Meg Brink

## AEA PURCHASING AGREEMENT 2025-2026

This purchasing agreement ("Agreement") is entered into by AEA Purchasing, an entity formed by a 28E Agreement filed on or about February 7, 2011 and the New Hampton CSO School District/Customer (hereafter the "Eligible Member") located in Area Education Agency (hereafter the "AEA") Keystone for the 2025-2026 school year.

### SELECTION OF PROGRAMS

Eligible Member elects to participate in the program(s) checked below. Products available under these bids are for use in the Eligible Member's Child Nutrition Programs:

- A. AEA PURCHASING Food Bid X (Martin Bros.)
- B. AEA PURCHASING Small Wares Bid X (TBD)
- C. AEA PURCHASING Ware Wash Bid X (EMS Detergent - East Zone) (Martin Bros. - West Zone)

### COMMITMENT TO BUY AND PARTICIPATE

The Eligible Member agrees to purchase an aggregate monthly total of 60% of its food and supplies (excluding USDA Foods, milk, bread, small wares and ware wash) from the vendor selected by AEA Purchasing ("Prime Vendor").

Eligible Member agrees to respond to requests for information from AEA Purchasing, reporting any service, product, invoicing, or other problems that may arise between the Eligible Member and any Prime Vendor. Also, to be willing to serve on, or provide input to, committees as established by AEA Purchasing from time to time.

### EFFECTIVE DATE

To be effective beginning July 1, 2025, this Agreement must be signed no later than June 30, 2025.

### PRIME VENDOR RESPONSIBILITIES TO ELIGIBLE MEMBERS:

- Provide product data information (i.e. nutrition specifications, child nutrition documentation)
- Establish bi-weekly (or otherwise agreed upon schedule) salesperson visits and truck deliveries
- Establish, in conjunction with AEA Purchasing, food shows and seminars
- Provide monthly and weekly price reports
- Invoice and directly deliver products
- Provide computer ordering and inventory system support

### AEA PURCHASING ADMINISTRATIVE FEE

AEA Purchasing administers a \$.50 per case and a \$.10 per broken case amount to help to cover the expenses of running the program. At the conclusion of this Agreement, after expenses are paid, the balance is refunded to Eligible Members on a pro rata basis. In school year 2023-2024, the amount sent back as a year-end food rebate was \$430,538.00. Eligible Member will return any such refund to the appropriate school meals account as required by the United States Department of Agriculture (USDA). Iowa's AEA, through the appointed representatives on the IAAEA Governing Board, will provide oversight and management for this program but no funding.

### PAYMENT

Normal terms are net amount due in 30 days. (Net 30 days.)

Eligible Member will remit payment directly to Prime Vendor. Eligible Member will pay applicable administrative fees included on its invoices. These administrative fees will be paid to AEA Purchasing by Prime Vendor pursuant to the agreement between AEA Purchasing and Prime Vendor.

### PRICE LISTS AND PRICE CHANGES

AEA Purchasing will transmit monthly and weekly price lists to Eligible Members. Firm prices will prevail for one calendar month with the exception of weekly price changes for fresh meat, dairy products and produce.

### MINIMUM ORDER AND DELIVERY

Orders may be placed with Prime Vendor at any time during the term of this Agreement. The minimum order requirement for one Eligible Member for delivery to one building will be \$500.00 for food. The Prime Vendor will deliver and unload goods directly to Eligible Members during normal operating hours or at other mutually agreed upon times. Schools that order under \$500 will incur a \$15 service fee. There will be no fuel surcharge. There will be no minimum delivery requirement for the month of May or the three weeks prior to Winter break.

### ELIGIBLE MEMBER RESPONSIBILITY

Eligible Member acknowledges their responsibility to comply with any and all applicable regulations of the USDA Food and Nutrition Service Department and the Iowa Department of Education Bureau of Nutrition and Health Services, including but not limited to, the retention of records and nonprogram revenue requirements. Eligible Member agrees to adhere to all provisions of the Standards of Conduct adopted by AEA Purchasing.

### COMPLIANCE BY AEA PURCHASING

AEA Purchasing will comply with any and all applicable federal and state regulations related to the procurement of goods and services for Iowa school districts and area education agencies.

### TERMINATION

Both Eligible Member and AEA Purchasing have the option to terminate this Agreement prior to June 30, 2026.

### SIGNATURES

Eligible Member/School District

**AEA Purchasing Signature**

AEA Purchasing Foodservice Division

PHONE: 563-341-7948

EMAIL: [megan@aeapurchasing.org](mailto:megan@aeapurchasing.org)

New Hampton CSD

Name of School District/Customer

\_\_\_\_\_  
AEA Purchasing

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

1041-394-2134  
School District Phone Number

*\*\* AEA Purchasing has the ability to share this document electronically allowing for completion and e-signature by the authorized person/persons. If your school district is interested in completing this agreement electronically, please email administrative assistant Barb Adams at [barb@aeapurchasing.org](mailto:barb@aeapurchasing.org).*

Superintendent email address: [e-smith@new-hampton.k12.ia.us](mailto:e-smith@new-hampton.k12.ia.us)

Business Manager email address: [C-roethler@new-hampton.k12.ia.us](mailto:C-roethler@new-hampton.k12.ia.us)

Foodservice Director email address: [j-cerwinske@new-hampton.k12.ia.us](mailto:j-cerwinske@new-hampton.k12.ia.us)