



Purchase Order

Dispatch via Print

Department of Agriculture
 OK DEPT OF AGRICULTURE FOOD & FORESTRY
 ADMINISTRATIVE SERVICES
 2800 N LINCOLN BLVD
 OKLAHOMA CITY OK 731054298

Supplier: 0000077090
 STILLWATER PUBLIC SCHOOLS
 314 S LEWIS ST
 STILLWATER OK 74074-3500

Purchase Order	Date	Revision	Page
0409019796	02/25/2025		1
Payment Terms	Freight Terms	Ship Via	
0 Days	Free on board at Destination	Common	
Buyer	Phone/Email	Currency	
Ashley Bender	405/522-1148	USD	

Ship To: OK DEPT OF AGRICULTURE, FOOD & FORESTRY
 MARKET DEVELOPMENT SERVICES
 PO BOX 528804
 OKLAHOMA CITY OK 73152 8804

Bill To: OK DEPT OF AGRICULTURE, FOOD & FORESTRY
 MARKET DEVELOPMENT SERVICES
 PO BOX 528804
 OKLAHOMA CITY OK 73152-8804

Tax Exempt? Y Tax Exempt ID: 736017987

Line-Sch	Cat CD / Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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1- 1	84101501 / 1000013712	GRANT Federal Funding to Subdivisions, Federal Grants that pass through State Agency to State and Local Governments and Non-profit Organizations	1.0000	EA	25,000.0000	25,000.00	02/25/2025
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Funding for installation of approved Oklahoma Local Food for School Program Grant in accordance with attached contract.

Total PO Amount 25,000.00

COMMENTS:

This contract is for an indefinite quantity and the State may, or may not, buy the quantity mentioned in this contract

This contract shall be considered to be in force until the expiration date or until 30 days after notice has been given by either party of its desire to terminate the contract.

During the effective term of the Agreement, should funding be increased, reduced or limited, the Department may increase, reduce or limit the monies available pursuant to this Agreement via issuance of a change order.

Contract period date of award through June 30, 2026.

Immediate cancellation shall be administered when violations are found to be an impediment to the function of the agency and detrimental to its cause, or when conditions preclude the 30 day notice.

Vendor Contact: Krista Neal 405-533-6445

Agency Contact: Brady Womack 405-522-3752
 Agency Reference: 5423, 19501, 45, 3100001, FY25, E0001

Authorized Signature

Daniel C. Ridings, Director
 of Administrative Services

Digitally signed by Daniel C. Ridings,
 Director of Administrative Services
 Date: 2025.03.06 17:02:22 -06'00'

AGREEMENT

BY AND BETWEEN

THE OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY

AND

STILLWATER PUBLIC SCHOOL

This Agreement by and between the Oklahoma Department of Agriculture, Food, and Forestry (Department), P.O. Box 528804, Oklahoma City, Oklahoma 73152-8804 and Stillwater Public School, 5005 N. Perkins, Stillwater, OK 74075, is accepted by both the Department and Stillwater Public School for the purpose of fulfilling the objectives and provisions of the Oklahoma Local Food for Schools Program (OKLFS) and pursuant to the OKLFS rules.

NAME OF PROJECT

Oklahoma Local Food for Schools Program (OKLFS)

PURPOSE

The Oklahoma Local Food for Schools Program is state funded. Stillwater Public School will utilize the grant money to purchase unprocessed or minimally processed food in accordance with the OKLFS Grant application submitted to and held on file by the Department.

AGREEMENT TERMS

This Agreement shall not exceed Twenty-Five Thousand Dollars (\$25,000.00) in state funds. Total funds available for this Agreement shall be disbursed in increments based upon compliance with the OKLFS program, and payable on a cost reimbursable basis pursuant to paid invoice/receipts submitted to ODAFF by Stillwater Public School. No expenditures shall be made pursuant to the Agreement until after receiving a copy of the purchase order. All invoices for monies pursuant to this Agreement shall contain only expenditures that occurred during the term of the Agreement. All reports, invoices, and correspondence regarding this Agreement shall include the purchase order number for the benefit of all parties.

DURATION

This Agreement shall be valid and in effect only after it is signed, dated, and a purchase order issued (Effective Date) and shall conclude on June 30, 2026. This Agreement shall remain in effect until the expiration date, or until thirty (30) days after written notice has been given by either party of their intent and desire to terminate the Agreement.

TERMINATION AND AMENDMENTS

This Agreement may be modified by mutually acceptable written amendments, and an addendum shall be duly executed by authorized officials of the Department and Stillwater Public School. Either party may request termination of this Agreement upon thirty (30) days written notice to the other party. Early termination of this Agreement shall require an amendment to this Agreement and may require reimbursement up to the Agreement amount. During the effective term of the Agreement should funding be increased, reduced or limited, the Department may increase, reduce or limit the monies available pursuant to this Agreement via issuance of a change order.

STILLWATER PUBLIC SCHOOL AGREES

1. To purchase food that is unprocessed or minimally processed in Oklahoma and is grown or raised within the State of Oklahoma.
2. To purchase unprocessed or minimally processed food from the approved vendor list at www.ag.ok.gov and submit three (3) bids for unprocessed or minimally processed food from the approved vendor list.
3. To submit invoices and proof of expenditure documentation not to exceed Twenty-Five Thousand Dollars (\$25,000.00) upon issuance of the purchase order by June 30, 2026. After June 30, 2026, funds will be released from the existing purchase order.
4. To provide the Department any information needed or requested to demonstrate the effectiveness of the program.
5. That a failure to comply with all of the terms and provisions of this Agreement shall result in a suspension of eligibility for all other Department loan or grant programs and participation in any Department promotional program until such time that all terms and provisions of this Agreement are completed.
6. To retain all necessary records, books, and any other reasonably necessary documentation relating to the nature, time, and scope of the Agreement, regardless of form, for a period of seven (7) years following completion or termination of the Agreement. If an audit, litigation, or other action involving the records is commenced before the end of the seven (7) year retention period, the records shall be maintained for two (2) years from the date that all issues arising out of the action are resolved.
7. To allow the State Auditor or any other auditor specified by the Department to conduct an examination of any and all pertinent records, including books, documents, papers, records, accounting procedures and practices, claims, and other data regardless of type whether in written form, computer data, or any other form filed or produced relating to Stillwater Public School's performance under this Agreement or any of its subcontractors engaged in the performance of or involving any transactions related to this Agreement.
8. And certifies that the school and all proposed subcontractors, whether known or unknown at the time this Agreement is executed or awarded, are in compliance with 25 O.S. § 1313 and participate

in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the Free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

DEPARTMENT AGREES

1. To reimburse Stillwater Public School upon receipt of properly submitted paid invoices or receipts, an amount not to exceed Twenty-Five Thousand Dollars (\$25,000.00) of OKLFS funds to support the designated Project.
2. To provide payment to Stillwater Public School within forty-five (45) days upon receiving a proper invoice.
3. To assign a purchase order to initiate the Project work to Stillwater Public School.

COMPLIANCE

This Agreement is made expressly subject to, and the parties expressly agree to comply with and abide by, all of the laws of the United States and of the State of Oklahoma and any political subdivision where any portion of the Agreement is to be performed, including all rules and regulations now existing or that may be promulgated in accordance with all laws applicable in any way to the performance of this Agreement including, but not limited to, the Occupational Safety and Health Act and the Fair Labor Standards Act. The parties shall comply with all local, state, and federal laws regulating employment practices, including those prohibiting discrimination based on sex, race, religion, creed, color, ethnic background, age, and disabilities. Acceptance of this Agreement constitutes awareness of and compliance with the requirements of the aforementioned laws and the Americans with Disabilities Act.

SEVERABILITY

If any provision of this Agreement is found illegal, invalid, or unenforceable under present or future laws effective during the term of this Agreement or any renewal or extension of this Agreement, then it is the intention of the undersigned parties that the remainder of this Agreement shall not be affected. Additionally, for each provision of this Agreement found illegal, invalid, or unenforceable the parties shall add as an amendment to this Agreement a valid and enforceable provision as similar as possible to the terms contained in the unenforceable provision.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the last date written below.

For: **STILLWATER PUBLIC SCHOOL**

For: **OKLAHOMA DEPARTMENT OF
AGRICULTURE, FOOD, AND FORESTRY**

By: *Krista Neal, MS, RD, LD, SNS*

Daniel C. Ridings, Digitally signed by Daniel C. Ridings, Director of Administrative Services
Director of Date: 2025.03.06 17:03:05 -06'00'
Administrative Services

By: _____

(Signature)

(Signature)

Krista Neal, Nutrition Services Director

(Printed Name and Title)

(Printed Name and Title)

Date: 02/21/2025

Date: _____